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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Patient Care

**Class Series:** Activity Workers

**Grid:** 27

**Class Title:** Program Coordinator I (Recreation)

### **I. Level Definition**

Positions at this level supervise up to four Activity Workers I and/or II and/or develop, implement and evaluate recreation/leisure program(s) designed to support patients'/residents'/clients' health and well being in settings such as residential, acute and/or adult day programs.

### **II. Typical Duties**

1. Plans, implements and evaluates recreation/leisure program(s), including activities such as crafts, music, woodworking, mental aerobics, exercises, and sensory stimulation, to meet patients'/residents'/clients' physical, social, emotional, intellectual, and spiritual needs and interests; develops the goals and objectives of the program.
2. Supervises Activity Worker I and/or II as well as other designated staff by performing duties such as scheduling and coordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
3. Determines the recreation/leisure program(s) which meet the patient's/resident's/client's needs and abilities by reviewing the referral or care plan, interviewing the patient/resident/client regarding their social/leisure history, and consulting with family and nursing staff; identifies, evaluates, implements, and documents recreation/leisure goals and objectives based on individual interests and abilities.
4. Sets up a calendar of events/activity programs and teaches the techniques of related activities; contacts external agencies for program resources.
5. Monitors, evaluates, and documents patient/resident/client progress within the recreation/leisure program(s) and reports observations such as emotional well being and social behaviour to nursing/medical staff as required. Participates in multi-disciplinary team meetings and care conferences. Identifies and makes recommendations regarding community and facility resources that may be of additional interest or need to the resident/patient/client.
6. Monitors program expenditures and provides input to the program budget; oversees inventory of equipment, tools and materials and recommends purchase of same.
7. Schedules work assignments of and provides direction to designated volunteers; contacts facility administration or volunteer services for additional volunteer resources as required.
8. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Graduation from a recognized recreational program plus one year's recent, related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.