



JOB POSTING DETAILS

Employer	LLB Management Group Inc. (Pathways Retirement Residence)	Job Type	RI
Job Title	Activities Coordinator	Duration	NA
ES Job ID	13721	Location	Sault Ste. Marie
Date Posted	January 3, 2023	Closing Date	January 17, 2023

Job Overview - Description & Duties

Pathways Retirement Residence is currently seeking an Activities Coordinator to oversee our activities and events calendar. In this role, you will organize on-site activities and off-site excursions, seeking to build a sense of community while enriching the lives of our residents. These activities may include crafts, game nights, exercise classes, or cultural enrichment (such as museum exhibits, book readings, or theatrical productions). You must have a flexible schedule around the holidays, as seasonal entertainment can significantly uplift the spirits of our residents. Applicants should have some experience in senior recreation as well as an energetic, positive attitude.

Duties and Responsibilities

- Create and manage our activities calendar
- Organize on-site activities and events
- Create a stimulating, fun environment for seniors
- Organize off-site excursions
- Encourage resident and visitor participation
- Confirm bookings or reservations as needed
- Ensure a safe and fun environment for all participants

Required Skills

- High school diploma or GED certificate
- Experience in recreation, hospitality, or a similar field (1+ years preferred)
- CPR certification (preferred)
- 3rd dose vaccination (covid) ongoing
- Valid driver's license
- Flexible schedule
- Strong interpersonal, communication, and organizational skills and be able to follow through on projects
- Ability to work as a team and independently

Other Requirements

NA

How to Apply

Please send resumes to:
 James Noble, General Manager at jnoble@pathwaysretirement.com

