

## JOB POSTING

### **Manager of Therapeutic Recreation**

**Posting Date:** Wednesday May 14, 2025

**Closing Date:** When filled

**Position title:** Manager of Therapeutic Recreation

**Organization:** Alzheimer Society Southwest Partners

#### **What We Offer:**

- Health benefits
- Pension plan
- Paid sick time
- Birthday off paid
- Generous vacation time
- Flexible work models
- Paid personal days
- Positive workplace culture

#### **About This Position:**

**Immediate Supervisor:** Director of Programs and Services

#### **Direct Reports:**

- In-home Recreation Coordinators
- Therapeutic Recreation Facilitators
- Therapeutic Recreation Group Coordinator
- Therapeutic Recreation Navigator

**Job Status:** Full-time, Permanent, 35 hours per week, occasional evening and weekend work required.

**Location:** Within the region of Elgin, Middlesex and Oxford counties and remote from home. Travel throughout the region will be required.

**Summary:** This position will manage all of the therapeutic recreation programs of the organization, including but not limited to the In-home Recreation program, Minds in Motion, Virtual Recreation and The Social.

#### **Manager Responsibilities**

##### **Strategic Leadership and Planning**

- Act as a member of leadership team, contributing to strategic and operational planning.
- Drives the activities related to annual plans, budgets, and quality improvement initiatives to support organizational goals.
- Foster growth, stability, and adaptability within the organization.

# Alzheimer Society

## SOUTHWEST PARTNERS

### **Team Development**

- Lead, mentor, and support direct reports, ensuring effective recruitment, onboarding, performance management, and professional development.
- Promote a culture of communication, collaboration, and efficiency across departments.
- As a manager of the Society, you are expected to participate in organization activities and events such as: annual general meeting, fund development, appreciation, socials, and other events as required.
- Foster a positive organizational culture that reflects the organization's values.
- Actively participate in organizational committees.

### **Operational Oversight and Compliance**

- Ensure compliance with organizational policies, health and safety regulations, and relevant legislative requirements.
- Process time-off requests in a timely manner and ensure there is adequate coverage.
- Support the fund development mission by participating in and promoting organizational fundraising goals.
- Prepare and deliver reports as requested.
- Contribute to enterprise-wide processes, including risk management, performance evaluation and employee performance management.

### **Community and External Engagement**

- Represent AlzSWP professionally with all clients, volunteers, donors, staff, and partners, fostering strong relationships.
- Develop and maintain external partnerships / relationships to foster collaboration and build community engagement and support.

### **Role-Specific Responsibilities**

- Provide leadership to therapeutic recreation staff and programs
- Responsible for the performance and development of the team
- Provide ongoing support and communication to the team
- Monitor ongoing metrics and take action where metrics fall outside agreed baselines
- Support advocacy for our clients and our cause
- Evaluate opportunities to establish new programs and expand existing programs where need has been identified
- Ensure that all recreation programs are organized and functioning appropriately
- Update recreation training programs as new education, research and knowledge is gained
- Work with the Manager of Communications and Fund Development on active and incoming grants related to the Therapeutic Recreation Department
- Maintain research partnerships to aid in advancement and expansion of the program
- Manage therapeutic recreation team:

# Alzheimer Society

## SOUTHWEST PARTNERS

- Provide Training on Facilitation Techniques and AlzSWP responsibilities
  - Coordinate monthly schedules
  - Approve monthly hours, mileage, and expense costs
- Be aware of new and innovative therapeutic recreational approaches and programs that may fit with AlzSWP mission, vision, values, and services

### **Skills:**

- Excellent planning and organizational abilities.
- Superior time management skills and the ability to meet deadlines.
- Creative problem solving.
- Results orientated and focused.
- Highly analytical and detail oriented.
- Excellent interpersonal and communication skills (verbal, written, presentations).
- Computer literacy, proficiency in Microsoft 365 suite, databases specific to portfolio.
- Comfortable conducting and participating in online virtual meetings and presentations (ex. ZOOM, TEAMS).
- Ability to plan, coordinate and evaluate systems.

### **Required Experience and Qualifications:**

- A degree or diploma in Therapeutic Recreation and/or equivalent experience in a relevant field.
- 3 plus years of relevant work experience.
- Ability to lead, support and evaluate a team.
- Knowledge of current legislation and best practices related to portfolio.
- Demonstrated ability to develop strong, authentic and sustainable relationships with colleagues.
- Knowledge and experience working with: people living with dementia and care partners
- Able to work within an environment that requires a high degree of professionalism, confidentiality and discretion
- Ability to work a flexible schedule within regular working hours.
- Valid driver's license and access to own vehicle.
- Vulnerable sector police record check.

### **Preferred Qualifications:**

- R/TRO or CTRS (TR)
- Experience in the non-profit and health care sector.
- Leadership experience.
- Recruitment and selection experience.

### **Working Conditions:**

- Hybrid work: office setting, some work from home.
- Virtual work; may have extended periods of screen time.
- Manual dexterity required to use desktop computer and peripherals.
- Occasional lifting / carrying up to 25lbs.
- Reaching, bending, walking, sitting, and standing.
- Freedom of movement throughout the day.

# Alzheimer Society

## SOUTHWEST PARTNERS

- Travel required throughout the region.

### Organization Overview:

The Alzheimer Society actively supports families and individuals affected by Alzheimer's disease and other dementias. We advocate for and provide support services, education, and funding for research for those affected by Alzheimer's disease and other dementias.

### **Our Vision:**

No one impacted by dementia goes unsupported.

### **Our Mission:**

We provide community and person-centered support and education to those impacted by dementia.

### **Our Values:**

Collaboration, Excellence, Respect, Compassion and Belonging.

**Website:** [www.alzswp.ca](http://www.alzswp.ca)

### **TO APPLY:**

Interested applicants will submit a **complete application package including cover letter and resume in .pdf format to:** [HR@alzswp.ca](mailto:HR@alzswp.ca) (with the job title listed in the subject line).

All applicants will be screened based on receiving a complete application package and according to the qualifications listed in the posting. We thank all applicants for their interest, only those selected for an interview will be contacted.

### **Commitment to Equitable Recruitment:**

The Alzheimer Society Southwest Partners (AlzSWP) recognizes the value and dignity of each individual and ensures everyone has genuine, open, and unhindered access to employment opportunities, free from any barriers, systemic or otherwise. We are dedicated to building a diverse and inclusive work environment, where the rights of all individuals and groups are protected and all members feel safe, respected, empowered, and valued for their contributions.

Our values (collaboration, excellence, respect, compassion and belonging) are the guideposts we use for decision-making of all kinds. We believe that this will guide the organization toward a place of inclusion for all - where equity and access to essential supports and services becomes the reality.

We are committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA. AlzSWP welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from First Nations, Inuit and Métis, Indigenous Peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as 2SLGBTQAI+.