

Recreation Team Leader



Role specification

Role Title

Recreation Team Leader

Business Unit

Enliven

Location

Enliven Home

Reports to

Home Manager

Direct Reports

Recreation Officers

Purpose of the role

The Recreation Team Leader is responsible for the overall planning, coordination, and delivery of the recreation and activities programme, ensuring it enhances the wellbeing, independence, and quality of life of residents/clients.

The role provides leadership to the recreation team and volunteers and ensures the programme reflects person-directed care and the Eden Philosophy, creating a living environment rich in companionship, purpose, and meaningful engagement.

Key Accountabilities

Recreation Programme Leadership

- Lead the development, implementation, and ongoing evaluation of the overall recreation and activities programme.
- Ensure the programme is inclusive, varied, and responsive to residents' interests, abilities, cultures, and life experiences.
- Embed person-directed care and Eden principles across all recreation and activity delivery.
- Ensure activities support physical, emotional, social, cultural, and spiritual wellbeing.
- Ensures all activities are managed within budget.
- Ensures all resources are used appropriately and, in a cost, effective manner.
- Actively demonstrates the ability to balance the needs of the residents against the needs of the business.



Planning, Coordination, and Delivery

- Develop activity calendars and programmes that balance structured activities with spontaneity and choice.
- Coordinate day-to-day delivery of activities across the service.
- Ensure activities are adapted for residents with varying mobility, cognitive needs, and health conditions, including dementia.
- Monitor participation and engagement and adjust programmes accordingly.

Leadership and Team Coordination

- Provide day-to-day leadership, guidance, and support to Recreation Officers.
- Coordinate team members workloads and allocation of duties as required.
- Support onboarding, training, and ongoing development of Recreation Officers.
- Role-model positive practice, professionalism, and organisational values.

Volunteer Coordination and Recruitment

- Lead the recruitment, induction, and ongoing support of volunteers involved in recreation and activities.
- Coordinate volunteer schedules and match volunteers' skills and interests to residents and activities.
- Build strong relationships with volunteers to encourage engagement, retention, and a sense of belonging.
- Ensure volunteers understand and follow organisational policies, including health and safety requirements.

Eden Philosophy and Community Connection

- Foster meaningful relationships and connections between residents, team members, volunteers, whānau, and the wider community.
- Create opportunities for residents to contribute, lead, and share their skills and experiences.
- Encourage intergenerational, community, and companion-based activities where appropriate.

Documentation, Quality, and Compliance

- Ensure all Recreation Team members have recorded accurate documentation of activities, attendance, and resident engagement.
- Contribute to individual activity plans and reviews.
- Support compliance with NZ Aged Care Standards, contractual requirements, and audit expectations.
- Participate in quality improvement initiatives related to recreation and wellbeing.

Communication and Collaboration

- Work closely with care staff, clinical teams, management, and other services to support holistic care.
- Communicate effectively with residents and whānau regarding programmes, events, and opportunities.



- Represent the recreation team in meetings as required.

Health, safety and wellbeing

- Ensure activities, outings, and events are planned and delivered safely.
- Identify and manage risks associated with recreation activities.
- Ensure team members and volunteers follow infection prevention, health, and safety practices.
- Support organisational health, safety and wellbeing initiatives.
- Supports a culture of wellbeing at PSC.
- Role model good health and safety practice and behaviours.
- Report all hazards, incidents, accidents and near misses.
- Supports managers and the organisation in remaining compliant to health and safety legislation.

Core Competencies

Co-operation and Teamwork

- Actively participates in team meetings and decision-making in a positive manner; looks to advance both organisational goals and team goals.
- Is constructive in their criticism of team members; encourages others to do the same.
- Supports and helps other team members perform their tasks.
- Suggests ways to improve the way the team operates/works together.
- Works with other team members in a constructive and positive way.
- Develops constructive working relationships with other team members
- Shows an understanding of how one's own role directly or indirectly supports the work of the wider team.

Commitment to Eden Philosophy

- Eden Principles and Domains of Wellbeing are included each year in the mandatory training cycle for all staff.
- Support the creation of a Human Habitat where life revolves around close and continuing contact with plants, animals and people of all ages
- Support residents to maintain loving companionship
- Support residents to give as well as receive care
- Support and encourage residents to maintain rituals and activities which are important to them as individuals and to find meaningful activities to undertake.

Communication

- Has a warm, welcoming communication style – voice tone and approach is pleasant, positive and encouraging.



- Expresses themselves clearly and confidently in conversations – the thoughts, information and ideas stated are easily understood by others.
- Listens carefully – uses paraphrasing and other techniques to ensure they understand what others are saying.
- Demonstrates absolute discretion when dealing with issues of a sensitive or confidential nature.
- Demonstrates thoughtfulness, courtesy, openness and respect for colleagues and the clients of the organisation. Shows respect for others, demonstrates empathy.
- Acknowledges and converses with staff, clients and visitors; identifies and promptly responds appropriately to their needs.
- Adapts their approach to fit the situation they are in or the person they are with.
- Displays empathy and understanding consistent with the mission and values of the organisation when discussing and/or working with staff on issues and situations.

Taking Responsibility

- Is reliable - does what one says one will.
- Consistently performs tasks correctly - following set procedures and protocols.
- Perseveres with tasks and achieves objectives despite obstacles.
- Adjusts work style and approach to fit in with requirements.
- Is results focused and committed to making a difference.
- Plans and organises work, allocating time to priority issues, meeting deadlines and coping with the unexpected.

Quality and Innovation

- Sets high standards for self
- Constantly looks for innovative ways to achieve greater levels of efficiency, cost-effectiveness and growth.
- Provides quality service to those who rely on one's work.
- Looks for ways to improve work processes - suggests new ideas and approaches.
- Explores and trials ideas and suggestions for improvement made by others.
- Shows commitment to continuous learning and performance development.

Person Specification

Qualifications

- Current National Certificate in Diversional Therapy.
- Current full driver's license and ability to drive a van.

Experience

- Experience leading Recreation Team and/or recreation programme.
- Proficient computer skills including Microsoft suite.
- Proven abilities in development of, documentation and in auditing recreation programmes.



- Commitment to effective recreation programme planning.

Te Tiriti o Waitangi

Presbyterian Support Central honours te Tiriti o Waitangi, accords value to te ao Māori (the Māori world), supports kaitiakitanga (guardianship) and is responsive to the needs of Māori.

All staff are encouraged to celebrate cultural diversity in the workplace. This is about respect, engagement, and honouring all people while at the same time acknowledging the unique role of Māori as Tangata Whenua.

