



BERWICK
RETIREMENT COMMUNITIES



Join our Team

Since 1989 Berwick Retirement Communities has been offering quality retirement living in seven residences across BC: Victoria (2), Nanaimo, Comox, Kamloops, Campbell River & Qualicum Beach. We are proud to be Island Owned & Managed.

Berwick Retirement Communities has an exciting opportunity for the position of Active Living Manager at Berwick Royal Oak in Victoria, BC. The Active Living Manager is responsible for developing programs that are multidimensional, innovative, creative, engaging and promote social interaction, continued learning and overall wellness amongst residents. The manager plans, organizes, implements, and leads programs and special events. The manager will lead a talented team of Active Living Coordinators in achieving an exceptional resident experience while fostering strong partnerships in the community.

- Full-time
- Must be flexible to work some evenings and weekends to facilitate the delivery of active living programs and special events
- On-call duties on a rotation as part of the management team
- Full and comprehensive benefits package
- Compensation to commensurate with experience

Knowledge, Skills, & Abilities:

- Preferably qualified with a degree or diploma in leisure studies, or a certificate in recreation programming;
- A minimum of 3 years supervisory experience preferably in a retirement community setting;
- Active class 4 drivers license;

For more information, visit www.berwickretirement.com. Proud to be BC owned and operated.

- Valid First Aid and CPR Certificate;
- Serving it Right and Food Safe Certification;
- Proficient in the use of Microsoft Office programs (publisher, outlook, excel & word);
- Tact, sound judgment, confidentiality, patience, and an ability to treat staff and residents with respect and dignity;
- A self-motivator with excellent interpersonal communication and problem-solving skills, and the ability to work well with seniors and the public;
- Demonstrated planning skills and the ability to budget and account for expenditures;
- Demonstrated leadership skills such as building interpersonal relationships, team building, conflict resolution, and driving change.
- Highly organized and superior time management skills

Berwick Retirement Communities promotes an environment which integrates hospitality with superior customer service and care. As the Active Living Manager you will uphold a philosophy that respects the resident's dignity and self-esteem by supporting choice, independence, and autonomy.

Please email your cover letter and resume to the attention of the General Manager at bro.admin@berwickrc.com

Note: A criminal record check is required pursuant to the Criminal Records Review Act for working with vulnerable adults. TB test and employment medical also required.

Given the vulnerable population that Berwick serves, all applicants for this job posting are required to provide satisfactory proof that they have received the COVID-19 vaccination and any required COVID-19 booster vaccination, or that they have registered to receive their Covid-19 vaccination. This requirement shall be waived if the applicant has not received the vaccination due to any legislated protected human rights grounds. In such a case, and upon presentation of sufficient proof, Berwick shall make reasonable attempts to accommodate the applicant to carry out his/her role where possible recognizing that the health and safety of other employees and residents will be a priority.

What Our Staff Are Saying About Working With Berwick Retirement Communities

I love working at Berwick. Each day presents different opportunities to challenge ourselves. I get to work closely with staff and residents to ensure that the programs we offer are the highest quality and most up to date. We have such a great team that supports each one other and inspires me to do my best.

- Jacqueline, Recreation Manager Berwick on the Park since 2017

One of the things I enjoy about working with Marquise at Berwick is the people I am surrounded with. My team is upbeat and focused on teamwork and high quality food. The company also has room for growth which is what we all want from an employer.

- James, Sous Chef, Marquise Food Services at Berwick on the Lake since 2004

It has been my pleasure to work at Berwick these past 13 years as a Resident Care Aide. I have enjoyed sharing many touching moments with residents and staff; they are all like family to me.

- Heather, Enhanced Living Services, Berwick House since 2008.