

**JOB POSTING FOR POSITION NUMBER: R5005FT01**

**JOB TITLE:** RECREATION COORDINATOR  
**STATUS:** Full-time  
**SHIFT:** Days  
**HOURS PER WEEK:** 40 hours per week  
**HOURS OF WORK:** 8:00 a.m. – 4:30 p.m. (Some occasional evenings and weekends)  
**PAY RANGE:** \$ 15.20 - \$ 19.25 per hour  
**POSITION REPORTS TO:** Manager  
**WORKSITE:** Rosslyn Place  
10915 – 134 Avenue

**TYPICAL DUTIES:**

- Coordinating the recruitment, training and assignment of Site volunteers
- Implement quality and age appropriate recreation and leisure programs
- Setting up monthly calendar and coordination of the monthly Resident Birthday Party
- Preparing memos, letters and posters related to Site based activities
- Promoting resident fitness, wellness and independence
- Accompanying residents on outing, community activities and special events
- Liaison with community agencies and groups
- Other duties as assigned

**EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

**Required:**

- Certificate, Diploma or degree in Recreation Therapy/Administration or related field
- Computer experience – Microsoft Office
- Experience in recreation programming
- Strong customer relations skills

**Desired:**

- Experience in recreation programming for seniors in lodge or community setting
- Experience coordinating volunteers
- Experience speaking in public
- Experience dealing with seniors

**SPECIAL SKILLS:**

- Must be motivated, enthusiastic and have a passion for recreation
- Patience and empathy for seniors needs required
- Strong leadership and organizational skill required
- Enjoy working with seniors, with the ability to be innovative and creative
- Ability to motivate seniors and volunteers
- Ability to deal with seniors in a polite and courteous manner
- Ability to assess seniors for likes/dislikes when creating and implementing programs
- Ability to work independently, with minimal supervision, as well as a team member

**PHYSICAL REQUIREMENTS:**

- Ability to lift and carry up to 30 lbs. Bending, kneeling, reaching and twisting are frequently required

**If you are interested in this vacancy, please send your Resume to:**

**Greater Edmonton Foundation: Housing for Seniors**

**ATTENTION: Irmina Szpil**

**14220 – 109 Avenue, Edmonton, Alberta, T5N 4B3**

**Fax: (780) 482-4054**

**Email: [jobs@gef.org](mailto:jobs@gef.org)**

**Website: [www.housingforseniors.org](http://www.housingforseniors.org)**