

# Recreation Coordinator

GEF Seniors Housing is the largest provider of affordable supportive living residences for low income seniors in Alberta. As a leading provider of safe, affordable, quality accommodations, we offer competitive salaries & excellent working conditions for our team of employees.

**Details:** Casual

**Schedule:** There are no regularly scheduled shifts offered; however, a variety of shifts are available that can be accepted or declined based on your availability. These shifts can vary from 3 to 8 hours, in the day, evenings and weekends.

**Number of positions:** 01

**Pay Scale:** \$19.00 - \$24.70 per hour

**Location:** Westlawn Courts, 9908 165 St NW, Edmonton, AB T5P 4S3 (*travel between other GEF sites may be required, mileage paid*)

**Typical Duties:** Responsible for overseeing the apartment recreation program, responsible for all aspects of supervising volunteers, ordering program related purchases within a set budget, lead the team in planning special events, coordinate a monthly calendar of age appropriate recreational activities, outings and special events, and other site-specific duties as assigned.

**Experience/Education Preferences:**

- Strong English communication skills, both written and verbal is required
- High school diploma or equivalent is required
- 1 – 2 years of related experience is required
- Strong computer skills in Microsoft Office is required
- Degree or certificate in recreation, volunteer management or another related field is desired
- Previous supervisory experience & experience working with seniors is desired



**Other Requirements:**

- Strong customer service skills including the ability to interact with everyone in a respectful manner
- Strong leadership and organizational skills
- Must have valid driver's license and vehicle

**Please send your resume quoting job posting number (W22) REC 5 by March 27, 2020 to:**

Human Resources  
GEF Seniors Housing  
14220-109 Avenue  
Edmonton, AB T5N 4B3  
Fax: 780-482-4054  
Email: [jobs@gef.org](mailto:jobs@gef.org)

**Internal applicants:** Please advise your supervisor or manager of your intent to apply.

The successful applicant will be required to undergo a criminal records check.

