

# Activity & Wellness 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, and the opportunity to positively contribute to our clients' quality of life.

**Details:** Full time, Days, 37.5 hours per week, Monday to Friday, 8:00 AM to 4:00 PM, some evening and weekend hours will be required

**Pay Scale:** \$20.30 - \$25.80 per hour

**Location:** Beverly Place Lodge, 4410-117 Avenue, Edmonton, AB T5W 4Z8  
(travel between other GEF sites is required, mileage paid)

**Typical Duties:** Reporting to the Life Enrichment Supervisor, the Activity & Wellness Coordinator (AWC) is focused on resident and tenant engagement and is committed to supporting the residents and tenants with their individual and group recreation and leisure needs. This position supports the Life Enrichment Supervisor with developing initiatives relevant to the needs of the population in the communities they serve, striving positively to influence residents' and tenants' quality of life. The AWC is responsible for evaluating the community's activity and wellness needs, facilitating and promoting programming based on the seven dimensions of wellness and interests of the community's population, and encouraging independence and accountability amongst the residents and tenants. In addition, the AWC is expected to establish supportive relationships with residents, tenants, families, staff, and partner or community agencies and manage other site-specific duties as assigned.

#### Experience/Education Preferences:

- High school diploma is required
- Diploma or Degree in recreation, physical therapy or related field is desired
- Minimum 1-2 years' experience of planning programs for seniors or related population is required
- Experience managing budgets is an asset
- Knowledge of recreation equipment, exercise equipment, games, crafts, services, community activities and applicable resources is desired
- Strong English communication skills, both written and verbal are required
- Strong computer skills in Microsoft Office are required

#### Other Requirements:

- Must have a vehicle and valid driver's license and submit a copy of the driver's license upon request
- Strong customer service skills including the ability to interact with everyone in a respectful manner
- Strong planning and organizational skills
- Strong negotiating and conflict resolution skills with a flexible and collaborative approach
- Ability to meet deadlines and respond calmly to stressful situations
- Must be able to work with minimal supervision and maintain confidentiality
- Ability to work independently and as part of a team
- Ability to adapt to different environments

**Please send your resume quoting job posting number (B60) AWC 13 to:**

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

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

*This job competition will remain open until a suitable candidate is found.*

The successful applicant will be required to undergo a criminal records check and be fully vaccinated against Covid-19.

