

Activity & Wellness Coordinator (Summer Student)

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.

No. of positions: 02

Details: 40 hours per week, Monday to Friday, 8:00 AM to 4:30 PM, occasional evening and weekend hours will be required (*This is a 14-week summer student position beginning on May 30, 2022 and ending on or before September 03, 2022*)

Pay Scale: \$18.00 per hour

Location: Central Services, 14220 109 Ave NW, Edmonton AB T5N 4B3 (*travel between other GEF sites is required, mileage paid*)

Typical Duties: Assisting site Activity & Wellness Coordinator(s) in program planning and facilitation of activities for residents and tenants across GEF communities, helping plan special events, building positive relationships with residents, administrative tasks and project work as assigned by the Life Enrichment Manager and/or designate.

Experience/Education:

- Strong English communication skills are required, both written and verbal
- Completed or currently enrolled in a post-secondary program in the field of Kinesiology, Recreation, Physical Therapy, Gerontology is desired
- Strong working knowledge of Microsoft Suite programs, such as Excel, Word, PowerPoint, and Outlook 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
- Ability to meet deadlines and respond calmly to stressful situations
- Flexible and adaptable, and ability to manage and maintain confidential information
- Ability to work independently as well as part of a team toward achieving common goals

Please send your resume quoting job posting number (A04) AWC 3 by May 19, 2022 to:

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

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

