

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, 40 hours per week, Monday to Friday, 8:00 AM to 4:30 PM, occasional evening and weekend hours will be required

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

Location: Kiwanis Place Lodge, 10330 – 120 Street NW, Edmonton, AB, T5K 2A6; Central Manor, 10733-117 Street, T5H 3N3; Groat House, 12627 Stony Plain Rd, T5N 3Z4 (*travel between other GEF sites is required, mileage paid*)

Typical Duties: Reporting to the Life Enrichment Manager, the Activity & Wellness Coordinator (AWC) is focused on resident and tenant engagement and is committed to supporting the identification and development of initiatives that are relevant to the needs of the population in the communities that they serve, striving to positively influence residents' and tenants' quality of life. The AWC is responsible to evaluate activity and wellness of the community, develop, facilitate and promote programming based on the 7 dimensions of wellness and interest of the population in the communities, while also encouraging independence and accountability amongst the residents and tenants. 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 and managing budgets for seniors or related population is required
- 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 (K20) AWC 12 by May 13, 2022 to:

Human Resources
GEF Seniors Housing
14220-109 Avenue
Edmonton, AB T5N 4B3
Fax: 780-482-4054
Email: 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 and be fully vaccinated against Covid-19.

