



**Seniors
Housing**

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: Full Time, Days, 40 hours per week, Monday – Friday, 8:00 AM to 4:30 PM

Pay Scale: \$18.00 – \$24.70 per hour

Location: Kiwanis Place, 10330 -120 Street NW, Edmonton, AB, T5K 2A6

Typical Duties:

Responsible for overseeing the lodge recreation program, responsible for all aspects of supervising volunteers, responsible for 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, as well as 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

(K20) REC 8 by May 24, 2019 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.