



Recreation Aide

GEF Seniors Housing is the largest provider of affordable supportive living residence 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 to Friday, 8:00 a.m. – 4:30 p.m. (Hours may vary on occasion to meet the needs of the program, occasional weekend events).

Pay Range: \$15.50 - \$22.55 per hour

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

Typical Duties: The successful candidate will be responsible for set up and take down of events, execute daily activities and events for the recreation program and assist the Recreation Coordinator when needed. Duties will be to assist residents on scheduled outings and to assist in the planning, organization and implementation of meaningful programs for the residents, in collaboration with the Recreation coordinator as well as other site specific duties as assigned. This position will report to the Recreation Coordinator.

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 experience working with seniors is desired

Other Requirements:

- Strong customer service skills including the ability to interact with seniors in a respectful manner
- Strong leadership and organizational skills

Please send your resume quoting job posting number (K20) RCA 12 by August 28, 2017 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.