



PIPER CREEK FOUNDATION

<b>POSITION:</b>	<b>RECREATION-ACTIVITY COORDINATOR</b>
<b>SHIFT:</b>	<b>SUMMER – 9 WEEKS</b>
<b>STATUS:</b>	<b>TEMPORARY</b>
<b>LOCATION:</b>	<b>PCF LODGES</b>
<b>START DATE:</b>	<b>TBD</b>
<b>SALARY:</b>	<b>According to Union Scale</b>
<b>JOB POSTING #:</b>	<b>PCF042017</b>
<b>COMPETITION OPEN:</b>	<b>April 21, 2017</b>
<b>COMPETITION CLOSE:</b>	<b>May 5, 2017</b>

**Job Function:**

The Summer Activity Coordinator will implement Recreation programs for the senior residents in a lodge setting under the supervision of the Recreation Manager.

**Responsibilities:**

- Plan, implement and schedule recreation activities for Lodge residents
- Responsible for all assigned recreation documentation
- Communicating activities and volunteer opportunities to residents & family members
- To follow safe work procedure and comply with rules and regulations
- Assist in emergency situations as directed
- Other tasks as assigned

**Qualifications:**

- High School Diploma or other equivalent education
- Class 5 Driver’s License, own vehicle preferred
- Must be attending post-secondary education on a full time basis during the next academic year to be eligible for this position
- Emergency First Aid
- Good Oral & Written Communication Skills required
- Strong Organizational Skills
- Demonstrated Leadership Abilities
- Mandatory successful criminal record check
- Position open to both male and female applicants

**Please apply with resume to:**  
 Kim Aucoin, Office Manager  
 301, 4719 – 48 Avenue  
 Red Deer, AB T4N 3T1  
 Email: [kim.a@pipercreek.ca](mailto:kim.a@pipercreek.ca)  
 Fax: 403-343-2332