



St. James-Assiniboia 55+ Centre Job Opportunity Recreation Assistant (Summer Student)

Job Type: Full Time Summer Position (16 Weeks) Days: Monday through Friday 8:30 a.m. – 4:00 p.m. (30 Minute Unpaid Lunch)
Location: St. James – Winnipeg, MB

Posting Date: Monday, April 29th, 2019

Closing Date: Wednesday, May 8th, 2019

Starting Date: Monday, May 13th, 2019

Organizational Overview:

The St. James-Assiniboia 55+ Centre is an independently operated, charitable non-profit organization. Our mission is to encourage seniors to improve their quality of life by providing educational, recreational, health and social opportunities. We offer health services, fitness opportunities, recreational events, outings, Food and Friendship programs, volunteer opportunities, and professional health and wellness services such as foot care and massage. To learn more about our Centre, please visit our website at www.stjamescentre.com.

Position Overview:

Reporting to the Executive Director, The Program Coordinator Assistant is responsible for the assisting in the planning, coordination, and facilitation of programs at the St. James-Assiniboia 55+ Centre as well as assisting with registration and other front desk duties. This is a Canada Summer Jobs Funded Position.

Responsibilities:

- Assist in managing all sport, recreation, leisure and social programs at the Centre.
- Assist with the reception desk. Taking registrations, responding to inquiries about the Centre, providing tours and talking about what the Centre has to offer.
- Oversee the process for the sales of the City of Winnipeg Corporate Passes.
- Assist with planning and developing recreation programs in order to ensure that activities and events are made available for all community members.
- With the Program Coordinator communicate with community members to determine their needs and interests.
- With the Program Coordinator ensure a variety of sport, recreation, social and cultural programs are planned and implemented.
- With the Congregate Meal Program Coordinator provide assistance for the social and meal programs.
- Train and supervise volunteers as required.

- Under the direction of the Program Coordinator supervise and lead activities, particularly trips and outings.
- With the Program Coordinator collaboratively plan and programs for Fall 2019 including coordinating the details and preparing program descriptions for the newsletter.
- Promote recreation and sport programs in order to ensure that members are aware of available opportunities and activities.
- Oversee the annual Membership Survey process.
- Assist with Centre fundraising, including creation of a cookbook.
- Perform other related duties as required.

Qualifications:

The ideal candidate should possess the following attributes:

- An understanding of implications of planning programs for seniors
- Computer skills including the ability to operate spreadsheets and word processing programs at a highly proficient level
- Effective written communications skills including the ability to prepare reports
- Demonstrated experience in planning and facilitating programs.
- Excellent written and oral communication skills.
- Highly motivated and hardworking, with the ability to work independently with minimal supervision.
- Work well in a team environment.
- Strong organizational skills.
- Strong interpersonal skills.
- Outgoing, warm and caring.
- Experience working with seniors is an asset.

Application Instructions:

Please submit a cover letter and resume with salary expectations, which clearly states how you meet qualifications stated above **by Wednesday, May 8th, 2019 at 4:00 p.m.** to:

Meaghan Wilford
Executive Director

Via E-mail:

meaghan@stjamescentre.com

Please indicate the job title in the subject line.

We sincerely appreciate the interest of all applicants, however, only those individuals selected for an interview will be contacted.