



## **St. James-Assiniboia 55+ Centre Job Opportunity Recreation and Activities Assistant (Summer Position)**

Job Type: Full Time Summer Position (8 Weeks)

Days: Monday through Friday 8:30 a.m. – 4:00 p.m. (30 Minute Unpaid Lunch)

Location: St. James – Winnipeg, MB

**Posting Date: Friday, May 24<sup>th</sup>**

**Closing Date: Friday, June 7<sup>th</sup>**

**Starting Date: Monday, July 8<sup>th</sup>**

**Wage: \$12 an hour.**

### **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. To learn more about our Centre, please visit our website at [www.stjamescentre.com](http://www.stjamescentre.com).

### **Position Overview:**

Reporting to the Executive Director, the Recreation and Activities Assistant is responsible for assisting in the planning, coordination, and facilitation of programs at the St. James-Assiniboia 55+ Centre. This is a Canada Summer Jobs Funded Position which requires the successful candidate to be between the ages of 15 and 30.

### **Responsibilities:**

- Assist with the reception desk. Taking registrations, responding to inquiries about the centre, providing tours and talking about what the centre has to offer.
- Assist with centre social media, advertising and website maintenance.
- Assist with centre events, including room setup, decoration, supply runs, etc.
- Assist with centre reports, updating databases
- Research for future programming, grants and funding opportunities.
- Train and supervise volunteers as required.

### **Qualifications:**

The ideal candidate should possess the following attributes:

- 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
- 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 personality
- Experience working with seniors is an asset.

**Application Instructions:**

Please submit a cover letter and resume, which clearly states how you meet qualifications stated above **by Friday, June 7th at 4:00 p.m.** to:

Meaghan Wilford  
Executive Director  
**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.