



**Internal/External Posting**  
**Cridge Village Senior's Centre**  
**Recreation Coordinator, Full Time**  
Mon to Fri 10 – 6, plus share of on call duties

This energetic, enthusiastic and organized staff member is responsible for planning and implementing indoor and outdoor recreation for our senior residents that meets their physical, social, emotional and spiritual needs. This will include planning, promoting and implementing large and small events, significant communication both written and verbal, proficient computer skills, and being very organized. They will coordinate and hire all contractors (happy hour performers, music therapists etc) and coordinate activities planned by other Recreation colleagues for the purpose of creating the monthly calendar.

They must relate respectfully, supportively and non-judgmentally with seniors, their families, friends and the public, being skilled in courtesy, tact and diplomacy. This person must have experience in managing adults with differing abilities (mobility, hearing, sight impairment etc) and knowing how to include those in all planning. This person will have a positive and upbeat personality, be self motivated and display initiative, be able to model acceptable ethical standards, be incredibly reliable and punctual, and professional in appearance.

This is an English Essential position (master and clarity of enunciation for crucial communication with the hard of hearing, and in written communication).

This person is required to be on call up to two weeks per month (generally one week per month, but occasionally two). This includes being reachable by personal cell phone nights and weekends to deal with sick calls, building emergencies etc. This may include the need to cover a shift themselves if no one else is available. All hours relating to being on call will be paid per the Collective Agreement.

All staff are called upon to serve in the dining room on occasion and to respond to resident emergencies.

**Qualifications and Licensing**

- First Aid with CPR
- Criminal Record Check clearance
- Class 4 Unrestricted drivers' license
- Current Seniors Fitness Certification

**Education and Training**

- High School Graduate
- Graduate of Recreation Certificate Program, or equivalent combination of training and experience

**Wage:** \$22.18 per hour plus sick/vac once probation is passed, plus appropriate overtime and on call premium

**Status:** Full Time, 40 Hours per week

**Position Start Date:** late Jan 2021

**Closing Date:** Jan 16, 2021

This position requires Union Membership – BCGEU Local 301

This position is open to both male and female applicants

**Please apply, IN WRITING, with resume and cover letter, to Sarah Smith, Manager, Seniors' Services, [ssmith@cridge.org](mailto:ssmith@cridge.org)**