



**Recreation Assistant – Term – 3 Months**  
**Competition #22-MTM-Nov 18**  
Internal/External

**At Westwinds, We care.**

We care about our people, our properties, and the communities we call home. It's this care that differentiates us from other organizations and goes into everything we do—from food service to facility maintenance.

It's the care our over ninety employees located in Foothills Region, south of Calgary provide to our seniors and families that ensures our exceptional hospitality and high quality customer service. We are currently looking for an exceptional individual to join our team at **Medicine Tree Manor**.

The Recreation Assistant is responsible for the delivery of organized client recreation and leisure activities and programs at Medicine Tree Manor.

The Candidate

The successful candidate will have considerable contact with volunteers, client families, visitors to the Communities and numerous other; support groups, service clubs, agencies, etc. from within and outside the community, will have contact with all the communities of the organization (supportive living, independent and family housing), all levels of employees, the organization, the general public, clients and their families. The Recreation Assistant will have limited contact with outside contractors and suppliers. On occasion, may be required to provide related work assistance at other communities operated by the organization. Will be required to attend assigned meetings within and/or outside the Communities.

Requirements:

- Delivers activities that are scheduled by the Recreation Coordinator and adhere to the organization's recreation policies.
  - Encourage residents, including those with special needs and circumstances to maintain existing and develop new skills as well as benefit from health-promoting recreation including physical and mental activities.
  - Conducts a number of recreation programs including client outings.
  - Responsible to orient residents to the Communities' recreation and volunteer programs.
  - Required to conduct in-services and/or education programs within and outside the Communities.
- Responsible to ensure recreation activity functions within approved Westwinds policies, procedures and guidelines in addition to Communities specific procedures.
  - Is responsible for ensuring the safe and efficient operation of the activity, inclusive of but not restricted to: supplies, equipment, tools, appliances, transportation, crafts and activity areas, etc.
  - Orders the department's supplies and maintains secure inventory control.
- Participate in Communities specific and organization wide fundraising and public relations programs/activities or other special events.
- Is responsible to adhere to the organization's Health & Safety Program in addition to taking reasonable care to ensure their own safety and the safety of others.
- Attends regular staff meetings.

Qualifications:

- Preference for a minimum of two years recreation experience in a similar customer service setting supplemented with customer service and computer training. A combination of education and experience would also be considered.
- Demonstrate a sincere passion to work with seniors.
- Must be highly organized with strong planning and evaluation practices for activities, programs and events.
- Possess excellent oral and written communication skills (English).
- Maintain and promote a professional image and positive working relationship with residents, peers and others from within and outside the organization.
- Demonstrated capability to work within a team environment with an ability to follow direction and/or work independently requiring minimal supervision.
- Strong computer literacy – functional competent in MS Office: Outlook, Word, Publisher and/or other products.
- Experience in fund development and an understanding of Alberta Gaming requirements is an asset.
- Possess a valid Alberta Motor Vehicle Operator's License Class 4 and have access to a dependable vehicle;
- Valid certification in - WHMIS.
- Ability to lift 40 pounds.
- Willingness to wear PPE (mask, gloves, etc.) if/when required;
- Ability to relate to all levels of staff, the residents and their families, and other professionals with a high degree of patience and tolerance.

Hourly Range: Recreation Assistant \$20.07 to \$22.32

**Term Position: December 13, 2022 to March 31, 2023.** Potential for extension.

Candidate must have a flexible schedule with open availability. 20 Hours a week (3 – 6 Hour shifts), two-week rotation, includes every second weekend.

Location: Medicine Tree Manor, High River, AB

The successful candidate will be required to obtain a Criminal Records Check and provide verification of being fully vaccinated for COVID-19. Westwinds Communities offers a great work environment and an excellent benefit program.

**If you are energetic, highly motivated, a capable professional and enjoying working in a fast-paced team environment, please apply online to [HR@westwindscommunities.ca](mailto:HR@westwindscommunities.ca) indicating competition #22-MTM-Nov 18.**

*Westwinds Communities embraces our differences and is committed to inclusiveness, equity and accessibility. Please advise us if you require us to arrange for accommodation during the selection process. We thank all applicants for their interest in Westwinds; however, only those candidates who are selected will be contacted.*

*Westwinds is the leading provider of affordable housing within the Foothills Region, which includes affordable rental housing, seniors lodges and seniors independent living within Foothills County. Westwinds also operate a rent supplement program for those living in Foothills County and surrounding area. Over the past sixty years, more than 12,000 households have benefited from our programs and services.*

Visit our website at [www.westwindscommunities.ca](http://www.westwindscommunities.ca)

Job Type: **Term – 3 Months**

Deadline: **November 24, 2022**