

Summer Recreation and Wellness Coordinator

Through our vision of eliminating poverty in our community, and guided by a passionate concern for the dignity and well-being of each individual, our work is based on building relationships, hope and trust. By addressing multiple needs, Bissell Centre provides a holistic approach to helping families and individuals.

Currently, Bissell Centre is looking for the right individual to fill the position of Summer Recreation and Wellness Coordinator. The key function of this position is to provide recreational programming and activities to community members who access Bissell Centre. We hire two summer recreation and wellness coordinators, who work together as a team to facilitate the program. This is a summer contract position, commencing in early May and ending in late August.

Specific responsibilities of the position include:

- Coordinate and facilitate a recreation & wellness program for adults and families that access Bissell Centre's programs and services
- Contact facilities and organizations to request donated time, tickets and access
- Lead and supervise volunteers
- Participate within a team environment and work independently when needed
- Provide a safe and supportive environment for community members to be part of planning and participation
- To assist in surveying and planning for future recreational & wellness activities
- Participate on the Staff Wellness Committee, and contribute positively

The ideal candidate would possess the following qualifications:

- Familiarity & experience with the culture of Edmonton's urban core & it's diversities
- Have good organizational and communication skills
- Ability to demonstrate flexibility, resourcefulness and leadership
- Education or experience in recreation, human/social services, education or related field
- Class 5 Drivers License; drivers abstract will be requested
- First Aid / CPR
- Criminal record check and child welfare information system check will be required

Details:

Hours: Monday-Friday; some weekend work required (35 hours per week)

Wage: \$13.50/hour

Interested candidates are invited to submit their resume and cover letter to:

Kristy Berryman

Manager, Recreation and Wellness

Bissell Centre

10527-96 Street NW

Edmonton, AB T5H 2H6

Email: kberryman@bissellcentre.org

Fax: 780.429.7908

We thank all applicants for their interest. However, only candidates selected for interview will be contacted.