



North Peace Housing Foundation

The **North Peace Housing Foundation**, a management body responsible for affordable housing for seniors and modest-income families, is seeking a suitable candidate to fill the position of:

Recreation and Volunteer Attendant

Fairview Harvest Lodge

Reporting to the Housing Accommodations Manager, and in consultation with the Recreation Coordinator, the Recreation and Volunteer Attendant is responsible for developing and implementing an effective, engaging activities program for the lodge residents. The successful candidate will work as a key member of the lodge to deliver high-quality recreational programming that takes into consideration residents' individual needs while also ensuring compliance with all related legislation and regulations.

Responsibilities:

- Coordinate trips for residents which could include the operation of a handi-van or bus.
- Organize special functions such as dances, holiday events, etc. and help residents with personal tasks.
- Recruit, organize and supervise community volunteers.
- Attend related community events while also promoting the Foundation.
- Support resident and family council activities and help to resolve issues.
- Act as the organizational liaison with the Residents' Association.
- Coordinate and support all lodge fund-raising activities inclusive of the record-keeping and reporting such as, but not limited to, the casino fundraisers, etc.
- Responsible for the operation of the Association vehicles (safety inspections, maintenance, cleanliness, registrations, insurance, volunteer drivers, etc.)
- May include responsibility for the operation of the lodge in the Manager's absence
- Other related duties as assigned.

Candidates should have:

- Strong interpersonal and communication skills (written abilities and public speaking).
- Passion for people and recreation with an inviting, positive and engaging demeanour.
- A high degree of self-motivation with a firm sense of responsibility.
- Strong organizational and time management skills.
- Satisfactory Vulnerable Sector Record Check, Driver's Abstract, and valid Class 4 License is required. (Open to considering candidates that can obtain Class 4 License within one-month from date of hire)
- Certification in Recreational Programming will be considered an asset.

Position Details:

- FTE: 1.0 (8-hour shift with ½ hour unpaid meal break)
- Typically, Days (Monday thru Friday). Some weekends, evenings, and holidays, for special events
- Grid Range (\$22.62- 26.64) plus Northern Travel.

For more information, interested individuals can visit www.nphf.ca or contact Kelli Drake at 780-835-2862. Resumes, quoting competition number 2023-021, can be emailed to employment@nphf.ca or hand delivered to the Harvest Lodge at 10400 108 St. Fairview AB

This competition will remain open until a suitable candidate is found. We wish to thank all applicants for their interest, however, only those candidates we wish to interview will be contacted.