

Willow Creek Foundation

is seeking an exceptional individual to be our

Activity Coordinator

Are you a high energy person who is passionate about seniors and would you like to be a part of improving lives and making a difference everyday?

If your personal values include respect, integrity, accountability, collaboration, dedication and innovation, we are on the same page.

WHAT WOULD YOU BE RESPONSIBLE FOR?

- Managing our Enrichment Program
- Providing life-enriching activities that will benefit residents in every aspect of living – physically, intellectually, socially, emotionally, creatively, and spiritually
 - Planning, coordinating, and executing activities
 - Recruiting, training, and managing the volunteer base
- Preparing monthly newsletter, calendar, and required correspondence
- Encouraging family, community, and resident involvement in activities
 - Maintaining records pertaining to all aspects of the program
 - Administrative duties when necessary

WHAT EXPERIENCE AND QUALIFICATIONS SHOULD YOU HAVE?

- Professional and self-motivated individual who demonstrates compassion, patience, enthusiasm and a positive attitude at all times
 - Honest and trustworthy, possess cultural awareness and sensitivity, be courteous and respectful, and have sound work ethics
- Excellent English communication skills, both written and oral is required

ARE YOU SUITABLE?

- Are you an energetic and motivating individual?
- Do you have strong computer skills (proficient in Microsoft applications)?
 - Are you community minded and able to work together as a team?
- Do you have a valid drivers licence, vehicle and a clear criminal record?

We can provide you with a rewarding and enriching experience, where you feel appreciated, in a place where you know people care. We believe great care begins with great people.

Our compensation package is competitive and offers benefits such as dental, extended health care, life insurance and much more!

Please mail your cover letter, resume, salary expectations and references to
CAO Willow Creek Foundation Box 790 Fort Macleod, AB T0L 0Z0
or email it to cao@wcfound.com on or before noon on March 19, 2018