

Renfrew-Collingwood Seniors' Society

Job Title	Student Activity Assistant
Collective Agreement	Community Subsector Association - HEU
Period	May 3 rd – August 20 th 37.5 hours per week
Reports to	Program Coordinator
Wage	\$19.50 per hour – 8:30 – 4:00 Monday - Friday

Job Summary:

Assists Activity Workers with the design, implementation and evaluation of programs that meets clients' activation, life skills, recreational and social needs.

Duties and Responsibilities:

1. Assists Activity Workers with recreational and social activities designed to meet the needs of participants.
2. Promotes participation in activities and provides feedback regarding the performance and progress of each participant as required.
3. Sets up furnishings and equipment for activities and maintains an inventory of equipment, tools and materials related to activities.
4. Observes participant and their environments and reports unsafe conditions, behavioural, physical and/or cognitive changes to supervisor.
5. Maintains cleanliness of dining and recreation areas by performing housekeeping duties such as cleanup after activities, dishes, and laundry.
6. Performs limited food preparation if assisting the cook in the kitchen. Serving meals, making tea, coffee, and juice.
7. Completes and maintains related records and documentation such as statistics, progress and activity participation, observation reports and participant activity profiles.
8. Performs other related duties as assigned.

Qualifications:

Education, Training, and Experience:

- Grade 12 or Completion of an Activity Assistant Program
- Experience working with seniors or in nonprofit sector
- Or an equivalent combination of education, training, and experience

Must be between 15 and 30 years of age (inclusive) at the start of employment; a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred and is legally entitled to work according to the relevant provincial legislation and regulations.

*International students are not eligible.

Please send resume to dclarke@rencollseniors.ca.

Thank you for your interest.