

## **Renfrew-Collingwood Seniors' Society**

<b>Job Title</b>	<b>STUDENT ACTIVITY ASSISTANT</b>
<b>Collective Agreement</b>	Community Subsector Association - HEU
<b>Period/Hours</b>	9:00 – 4:00 16 weeks ASAP
<b>Reports to</b>	Program Coordinator
<b>Wage</b>	\$24.08

### **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 the clients.
2. Promotes client participation in activities and provides feedback regarding the performance and progress of clients as required.
3. Sets up furnishings and equipment for activities and maintains an inventory of equipment, tools and materials related to activities.
4. Observes clients 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 client 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

Student must be between 15 and 30 years of age (inclusive) at the start of employment; was registered as a full-time student during the preceding academic year and intends to return to school on a full-time basis during the next academic year.

Please send resume to [dclarke@rencollseniors.ca](mailto:dclarke@rencollseniors.ca) a.s.a.p. Thank you for your interest.