



Quatsino Band Council

305 Quattishe Rd.
Coal Harbour, B.C.
V0N 1K0
Phone: (250) 949-6245
Fax: (250) 949-6249

Quatsino is seeking an Elder's Activity Coordinator. This position is part-time with majority of direct service with our elders.

Role and responsibilities which is included but not limited to:

- Facilitates and leads recreation programs as scheduled; which include cognitive, spiritual, social, and physical programs that meet the needs of elders at home or participating in activities.
- Prepare snacks and lunches
- Home visits
- Promotes and publicizes upcoming events by communicating information to elders, staff, families/friends and volunteers
- Performs other related duties as assigned

Education required:

- Successful completion of a recognized, post-secondary recreational program with a Gerontology/Recreation focus or an equivalent combination of education, training and experience.
- Basic computer skills
- Current First Aid Certificate
- Valid FoodSafe Certificate
- Serving it Right Certificate
- Valid Driver's license

Skills and Abilities:

- Ability to communicate effectively both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to organize work
- Ability to plan, organize and coordinate the delivery of recreation programs and services
- Effective interpersonal, leadership and conflict resolution skills
- Ability to teach
- Must be prepared to respond to emergent situations
- Must be physically able to perform the duties of the position

Deadline November 18th 2018 submit Cover letter, Resume, and two references to reception@quatsinofn.ca