

**Program Assistant**

Regular/full-time

St. James-Assiniboia 55+ Centre

**Closing Date:** April 1, 2010 at 12:00 noon

**Qualifications:**

The successful candidate must have experience or an interest in working with older adults; knowledge of recreational programs and activities suitable for older adults; the ability to plan, organize and conduct recreation activities; demonstrated strong writing and oral communication skills; knowledge and experience in the use of Microsoft Office applications (Word, Excel, Outlook, Publisher, etc.) and databases; the ability to develop and maintain productive and cooperative relationships with staff, other agencies, contractors, volunteers and the public.

Education required: Equivalent to completion of the 12<sup>th</sup> grade, and post-secondary education in recreational/fitness program planning. Also, Manitoba Fitness Council (MFC) certification is an asset.

**Duties:**

Reporting to the Executive Director, the Program Assistant is responsible for facilitating, planning, implementing and evaluating recreational programs and events offered within the St. James Assiniboia 55+ Centre. The individual will assist in researching and organizing agreements with potential instructors and service providers, as well as conduct market research and fee structure analysis on potential programs. The individual will also provide older adults with orientations to the fitness equipment, and ensure scheduled maintenance of the fitness equipment is met. In addition, the individual will assist with the marketing and promotional efforts, and may represent the Centre at special events such as trade shows. Also, the Program Assistant will have direct contact with the public answering inquires, complaints and referrals, enroll program participants and occasionally may supervise recreation trips.

**Apply to:**

Roxanne Greaves

St. James-Assiniboia 55+ Centre

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