

Alderwood
Truly a place we call home

Administrative Assistant Summer Student Worker

Responsible for supporting the Administrator, Human Resources/ Finance, Scheduler and Administrative Assistant in the management of operations and service to residents by performing a variety of administrative functions including financial and general administration.

HOURS: 40 hrs per week

REQUIREMENTS:

- Applicant must have been enrolled as a full time student this year and is enrolled as a full-time student in the fall
- Good attendance record and capable to work flexible hours
- Interest in working with the Elderly and is seeking a career in administration, Human Resources, Finance or Receptionist.

TERM: 10 weeks

Please email your cover letter, resume and references to:

Alyssa Rockwell, Recreation Director

e-mail: recreation@alderwoodbaddeck.ca

CLOSING DATE: May 08, 2021

PLEASE NOTE: Successful applicants will be contacted for an interview

Successful candidate will be required to provide a satisfactory Criminal Check including a Vulnerability Sector Search

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Rehabilitation (Occupational Therapist and Physiotherapist Aide) Summer Student Worker

Responsible to assist and support a variety of programs working alongside a physio aide and under the direction of a Physiotherapist and Occupational therapist. Programs and services include exercise, range of motion, assessments for wheelchairs and walkers, etc. Direction and management comes from Director of Recreation. Student may also be asked to perform tasks and duties related to recreation and assisting CCA's.

HOURS: 40 hrs per week

REQUIREMENTS:

- Applicant must have been enrolled as a full time student this year and is enrolled as a full-time student in the fall
- Good attendance record and capable to work flexible hours
- Interest in working with the Elderly and is seeking a career recreation, the health field such as kinesiology, nursing or rehabilitation such as physiotherapy and occupational therapy

TERM: 14 weeks

Please email your cover letter, resume and references to:

Alyssa Rockwell, Recreation Director

e-mail: recreation@alderwoodbaddeck.ca

CLOSING DATE: May 08, 2021

PLEASE NOTE: Successful applicants will be contacted for an interview
Successful candidate will be required to provide a satisfactory Criminal Check including a Vulnerability Sector Search

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Recreation Therapy Summer Student Worker

Responsible to assist and support a variety of recreation programs and events for the Residents under the direction of the Director of Recreation.

HOURS: 40 hrs per week

REQUIREMENTS:

- Applicant must have been enrolled as a full time student this year and is enrolled as a full-time student in the fall
- Good attendance record and capable to work flexible hours
- Interest in working with the Elderly and is seeking a career in recreation, the health field such as kinesiology, nursing or rehabilitation such as physiotherapy and occupational therapy

TERM: 12 weeks

Please email your cover letter, resume and references to:

Alyssa Rockwell, Recreation Director

e-mail: recreation@alderwoodbaddeck.ca

CLOSING DATE: May 08, 2021

PLEASE NOTE: Successful applicants will be contacted for an interview

Successful candidate will be required to provide a satisfactory Criminal Check including a Vulnerability Sector Search