



GARDEN RIVER FIRST NATION



Employment Opportunity

Position: RECREATION COORDINATOR
Duration: FULL-TIME (35 hrs/week)
Salary: \$22.87 – \$25.72/hr (**PENDING EXPERIENCE**)
Reports to: MANAGER, EDUCATION

Garden River Members encouraged to apply

Summary of Function:

The Recreation Coordinator is responsible for managing the day-to-day operation of the recreation centre. The Recreation Coordinator is responsible for program and activity development for all age groups, designed to demonstrate healthy living and improve quality of life for Garden River First Nation community residence. The Recreation Coordinator functions within the legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

Duties/Responsibilities:

- Ensure fitness centre is maintained in order to ensure a safe, clean and healthy environment for recreation activities
- Planning and development sport, leisure and recreation programs in order to ensure that the activities and events are made available for all community members
- Implementing recreation programs to ensure that community members have access to sports, recreation and leisure activities
- Promoting recreation, leisure and sports programs in order to ensure that residents are aware of available opportunities and activities
- Researching, planning and developing fundraising campaigns and activities that will include working with a committee to assist with raising funds to meet the financial needs of the recreation centre
- Organizing, scheduling, training, supervising and coordinating of staff
- Delegating specific task assignments to the employees of their particular program as may be required
- Ensuring that the objectives of the Garden River First Nation are being met effectively by all program personnel
- Performing other duties as maybe assigned.

Qualifications:

- Requires Diploma in Sports & Leisure Management, Business Administration, and/or other related field;
- Requires two years supervision/coordination experience;
- Requires two years of recreation activities along with two years community and public works would be an asset;
- Knowledge of principles and practices of recreation programming (planning, leadership, marketing, public relations)
- Ability to research, plan, implement well organized activities/programs;
- Demonstrate sensitivity to and knowledge of First Nation cultural values and traditions;
- Ability to use good judgement in assessing difficult situations;
- Ability to be consistent and display a positive/helpful attitude;
- Flexibility required to keep pace with an ever-changing environment;
- Stamina, sensitivity, and strong negotiation and advocacy skills;
- Able to work independently under minimal supervision
- Ability to use good judgment in assessing difficult situations
- Excellent computer skills (including MS Word, Excel, PowerPoint, Outlook, Internet);
- Ability to attend work regularly;
- Must undergo a criminal record check prior to employment.

Interested applicants can submit their cover letter, detailed resume, and three work related references by:
September 25th, 2020 @ 12:00 NOON

Please address the envelope and/or email "**Recreation Coordinator – 2020-57**" and submit to:

**Human Resources
Garden River First Nation,
7 Shingwauk Street,
Garden River, ON P6A 6Z8
Fax: -705-945-1415**

Email: employment@gardenriver.org

Paul Calic, Human Resources Manager

Date Posted: Friday, September 11th, 2020