

Employment Opportunity Selkirk First Nation

Position: Recreation Coordinator – Trainee Status Available
Status: Full-Time Term to March 31, 2023
Tuesday and Wednesday 9am-5pm
Thursday, Friday and Saturday 1pm-9pm
Salary: Level 6 - \$30.66 to \$36.80 per hour
Closing Date: July 9, 2020

Job Summary:

Under the direction of the Director of Citizen Development, the position shall provide ongoing planning, development, implementation and evaluation of all recreation programming and special events, which reflect the needs of the community. Build and promote recreational programming within the community, involving citizens ages 6 years and older, to enhance health and well-being of all residents. Recreation development, programming and implementation is accomplished with recommendations by the Recreation Committee, Eliza VanBibber School and community input.

Main Duties:

- Assess the recreational needs of the community and develops, implements and evaluates recreation programs and special events for citizens ages 6 years and older in the community.
- Develops and manages the recreation budget.
- Organizes and directs Recreation program staff
- Provide leadership, advice and guidance to Recreation staff, Recreation Committee and volunteers.
- Oversee the maintenance of the skating rink, curling rink, pool facility and youth center.
- Oversee the maintenance and cleanliness of recreational areas and facilities and ensure recreational equipment is accounted for and secured at all times.
- Identify and prepare proposals for recreational funding and ensure all required reports are prepared and submitted as required by funding agencies.
- Train staff on the operation and maintenance of the Zamboni ice cleaner.
- Responsible for organizing, planning, participating, supervising and chaperoning Youth field trips outside of the community and at times overnight and on weekends

Qualifications:

Completion of grade 12 plus one year of post-secondary education in a recreation related field or an equivalent level of education or several years of experience in the recreation field.

- Knowledge of program management practices and ability to plan and coordinate recreation programs and manage recreational facilities.
- Knowledge of developing and managing a budget.
- Knowledge of supervisory techniques.

CONDITIONS OF EMPLOYMENT:

- Class 4 Driver's License or willingness and ability to achieve within 1 month of hire
- Standard First Aid/CPR, Criminal Record Clearance
- Oath of Confidentiality, Oath of Intoxicants
- Food Safe Level 1 (within 3 months of hire)
- Ability to operate the Zamboni (training provided)
- Occasional travel overnight and weekend outside of the community to supervise and chaperone youths.

**** Candidates who do not possess the full required qualifications may be considered for appointment to the position in a Trainee capacity at an adjusted salary.***

*****Preference in hiring will be given to a citizen of Selkirk First Nation.***

For additional information, please see Tara Roberts, Director of Citizen Development.

Submit resumes/application to HR at hrdirector@selkirkfn.com