



# NADLEH WHUT'EN

RECREATION COORDINATOR

Job Posting

The Recreation Coordinator develops and implements recreation/exercise programming for the Nadleh Whut'en community. The incumbent creates and delivers a dynamic schedule of events and activities for members of all ages to maintain and improve their health.

## Key Duties & Responsibilities:

- Coordinates the schedule of recreational activities and events targeting all groups within the NWFN community (i.e., children, parents, youth, elders, members with disabilities)
- Seeks out funding opportunities for new and existing programs and with approval from the CHR, submits proposals
- Maintains equipment inventory and ensures equipment maintenance requirements are met
- Develops and communicates a program schedule of clinics, gym activities, team sports, special events, and field trips
- Assumes responsibility for the day-to-day operation of the recreation facility and equipment

## Skills & Qualifications:

- Post-secondary certificate in Recreation, Physical Education, Sports Management or other related field is an asset
- 1 year of experience working in a recreation role
- Experience working with or within an Indigenous community.
- Satisfactory Criminal Record Check.
- Valid certificate in Level 1 First Aid and CPR
- Valid B.C. Class 5 Driver's License and clear driver's abstract.
- Excellent client service skills. Friendly, positive, responsive, professional and helpful.
- Ability to design, deliver and assess effective recreation programming for people of all ages.
- Physical fitness at a level to lead various sports and recreational activities.
- Ability to promote and market programs and events to maximize participation.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Ability to facilitate group activities as well as working with individuals one to one
- Basic to intermediate computer skills including MS Office.

## **Position open until filled**

**\*Applicants will be shortlisted according to prior work history and qualifications.**

**Only those selected for an interview will be notified\***

**Preference will be given to band members if qualified.**

Please submit resume with cover letter to: [kgeorge@nadleh.ca](mailto:kgeorge@nadleh.ca)