



An Experience in Canada's True North Community Recreation Coordinator

The Experience of a Lifetime!

Would you like to live and play in one of Canada's most beautiful and unspoiled outdoor playgrounds, to learn more about the traditional Vuntut Gwitchin culture, and live a simplified lifestyle, where the wilderness is your back yard? Does stepping outside your door in the winter to see the Northern lights, and hiking and camping during the endless daylight in summer appeal to you? If you would enjoy these things, as well as not having to commute to work, then this might be the ideal career opportunity for you!

About Old Crow

Old Crow, in Northern Yukon, is a small settlement of approximately 300 people, many living a traditional lifestyle and relying on the land. It is situated on the banks of the Porcupine River, nestled under Crow Mountain. Old Crow's remote location does not mean isolation, because of its numerous services and facilities. These include high speed internet, a nursing station with visiting doctor, a school, a college, a Northern Store, the modern VGFN administration building, a community centre, youth centre, ski lodge, and airport with 5 flights to Dawson City and Whitehorse per week. Many Yukon Territorial Government departments provide services to children, youth, and adults in Old Crow on a regular basis.

The Candidate

The ideal candidate will hold a degree or diploma in Recreation, or related field. The ideal candidate will have a solid awareness of fitness, nutrition, active living, and lifestyle issues and have strong skills in communications.

The Job

As a team member of the Recreation Department, and working alongside the Outdoor & Physical Education Teacher, the Community Recreation Coordinator will coordinate, and deliver a variety of community recreational programs and activities for children, youth, and Elders. A more detailed job description available.

Salary Range: under review

Please submit resumes by: November 25, 2005 @ 4p.m. to:

Cheryl Itsi-Charlie Director, Human Resources
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Box 94, Old Crow, Y.T. Y0B 1N0
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Vuntut Gwitchin Government

- A. Identification: Community Recreation Coordinator
Department: Arts, Culture and Recreation
Supervisor: Director of Arts, Culture and Recreation
Date: November 2005
Status: Full-time
Level: 6
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B. Job Summary:

Working as a team member in Recreation, this position coordinates, implements and delivers a variety of community recreational programs and activities for children, youth, adults and Elders.

C. Main Duties:

Coordinates and delivers programs and activities for community recreation for all age groups by:

- Planning appropriate content for target group(s)
- Determining budgets and monitoring expenses
- Scheduling and advertising
- Arranging locations
- Purchasing supplies and materials
- Evaluating effectiveness of programs and activities and making adjustments as needed
- Providing hands-on delivery of programs and activities
- Determining when workers and volunteers are needed and liaising with HR for recruitment and hiring
- Supervising volunteers and workers
- Liaising with and assisting facilitators, other professionals and local groups who are implementing recreation events
- Providing reports and feedback about programs and activities
- Consulting with Government Services on the upkeep of community recreational sites such as ice arena, ball diamond, skate board park, youth centre, and monitoring use of these sites
- Compiling data, statistics and other information
- Keeping updated on current trends, information and resources available for recreation professionals
- Drafting, wordprocessing, editing, proofreading and finalizing documents as necessary

Participates as a department team member by:

- Assisting with development of a recreation work plan to meet strategic goals and community needs and desires
- Assisting with development of policies and procedures
- Assisting with preparation of yearly departmental budget

D. Job Knowledge and Skills:

Education

- Diploma or Degree in Recreation or related field
- Knowledge of Active Living practices and how they apply to Community Recreation
- Knowledge of budgeting and book keeping
- Knowledge of program and event planning
- Knowledge of basic office functions

Management Skills:

- Ability to be a team player and work with people from various disciplines and cultures, and of various ages
- Ability to problem solve
- Time management and organizational skills.
- Ability to assume responsibility and meet deadlines
- Ability to work with minimal direction and supervision
- Ability to manage a number of projects simultaneously
- Ability to delegate and coach volunteers, and supervise workers
- Ability to prepare budgets, reconcile expenditures and understand financial reports

Specific Skills:

- Ability to plan, coordinate and implement multi-faceted events and projects
- Ability to create documents using MS Word, and Excel,
- Ability to use computer functions such as Windows, email, and web browsers

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, residents, Vuntut Gwitchin citizens, agencies, organizations, and business associates.

E. Decision Making:

The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, planning and implementing programs and activities.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting priorities and deadlines, and following directions from the supervisor. Efficient delivery of recreation services is important for the well being of the Vuntut Gwitchin First Nation.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily
Volunteers and Workers	Directing, supervising, coaching and information exchange.	Daily
Co-workers	Information exchange; planning	As needed
Funding agencies	Information exchange, reporting.	As needed
Recreation Society & community groups	Information exchange; planning	As needed
	Consulting; planning; information.	As needed

H. Positions Supervised: Casual workers and volunteers as needed for programs and activities

I. Working Conditions:

This position works normally indoors, but is expected to also work outdoors in varying temperature and light conditions.

Spiritual:

Balancing traditional ways of life with modern recreation practices.

Physical:

Approximately 30% of time using the computer

Travel approx: 2 trips per year long distance

Remote living conditions in extreme temperature and light conditions

Mental:

Regular need to meet deadlines

Multi tasking projects

Shifting priorities to respond to Vuntut Gwitchin Government and community needs

Supplies/materials ordered for programs and activities not delivered as scheduled due to reasons beyond the control of incumbent

Emotional:

Dealing regularly with community members and citizens who are under personal stress, or have varying social values, or who are not comfortable with, or don't understand changes in the community.

J: Conditions of Employment

Willingness to work flexible schedule that involves evenings and weekends

First Aid and CPR

Criminal Records Check

Class 5 driver's license would be an asset

SIGNATURES Supervisor:

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.	Incumbent: I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.
_____ Supervisor	_____ Incumbent
_____ Date	_____ Date