



# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

---

## HUMAN RESOURCES DEPARTMENT

---

P.O. Box 94,  
Old Crow, Yukon  
Y0B 1N0

Phone: (867)966-3261  
Fax: (867)966-3800  
Email: hrd@vgfn.net

## EMPLOYMENT OPPORTUNITY RECREATION ASSISTANT

**Employment Category:** *Full and Part-time position*

**Wage:** \$32.31 per hour

**Location:** Old Crow, Yukon

Reporting to the Recreation Manager this position will help develop and manage a community-based sport and recreation program. The Recreation Assistant will help with planning and will assist with activities planned by the Recreation Department. The Recreation Assistant will assist with developing local leadership and empowering youth residents. Tasks include writing proposals to access funds for projects, organizing and delivering activities, assisting with developing a strategic plan for activities each year, month and week. This position is also responsible for assisting with administrative functions for community recreation and liaising with community, territorial and NGO partners.

**Education and Experience:**

Grade 10 Academic with three (3) months of experience in the field through paid or volunteer service, or an equivalent combination of experience preferably in a First Nations work environment. Skills include: Knowledge of recreation and experience in dealing with the public; Knowledge of program and event planning; Knowledge of basic office functions

**Conditions of Employment:**

This position works normally indoors; the noise level in the work environment is moderate while in the office, and loud while in the field. The employee occasionally is expected to also work outdoors in varying temperature and light conditions.

VGG Human Resources Policy will apply. For complete job description please check with the Human Resources Department.

**Closing Date: January 27, 2020 at 4:00 PM**

Send Resume and Cover Letter to:

Human Resource Manager  
Vuntut Gwitchin Government  
Box 94, Old Crow, Yukon Y0B 1N0  
Phone: (867) 966-3261 ext. 256  
Fax: (867) 966-3800  
Email: jobs@vgfn.net

*We thank all those who apply but only those selected for further consideration will be contacted.*

Posted: January 13, 2020