

**Vuntut Gwitchin Government**

- A. **Identification:** Recreation Assistant
- Department:** Health, Social & Recreation Department
- Supervisor:** Recreation Coordinator
- Date:** August 2010
- Status:** Full-time
- Level:** 3
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B. **Job Summary:**

Reporting to the Recreation Coordinator 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.

C. **Main Duties:**

**Plans, coordinates and delivers programs and activities for community programs and recreation for all age groups by:**

- Provides administrative and clerical support for the day-to-day functions of recreation programs and facilities such as ice arena, ball diamond, skate board park, youth centre, and monitoring use of these sites operated by the Vuntut Gwitchin Government Services Department;
- Performs word processing, graphic design, record keeping, data entry, telephone duties and public contact work;
- Providing hands-on delivery of programs and activities by working with other organizations;
- Supervising and mentoring volunteers and workers;
- Assists with purchasing activities and other administrative activities;
- Assists with recreation equipment control and purchasing;

**Performs administrative functions by:**

- Assists with the coordination of activities & duties of volunteer coaches;
- Assists with schedules for all sports activities;
- Assists with securing, training, and supervising
- Assists with the coordination and execution of special recreational and community activities and events;
- Supervises volunteers and activities during absence of Recreation Coordinator
- Assists with the development of new programs and activities.
- Liaising with community groups, territorial and federal governments, other First Nations and non-government organizations on recreation related business

D. Job Knowledge and Skills:

Education

- 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

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, coach volunteers, and supervise workers at times

Specific Skills:

- Ability to plan, coordinate and implement multi-faceted events and projects
- Ability to counsel youth and act as a positive role model.
- Ability to create documents using Windows, internet, E-mail, word-processing, and Excel
- Knowledge of basic office functions, filing, faxing, photocopying and word-processing

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 assistant will exercise discretion when plans need to be changed or modified. The assistant will consult with the director on what teachings to use for youth skills and what fundraising needs to be done and how; will use own judgment for youth safety.

F. Impact/Accountability:

This position is accountable for providing a positive role for youth. The interaction with youth through recreational, social and cultural programming impacts the future well being of the youth and community. This position

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

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Co-workers	Information exchange; planning	As needed
Funding agencies	Information exchange, reporting.	As needed
Recreation Society & community groups	Information exchange; planning	As needed
Vuntut Gwitchin Citizens & general public	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; 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.

**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
- Athletic coaching knowledge and skills would be an asset
- Oath of Confidentiality
- Ability to maintain a healthy lifestyle

**SIGNATURES:**

<p>Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>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.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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