



# 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 Manager**

#### **Education**

Employment Category: Term to December 20, 2020

Salary: Level 8 - \$81,898 to \$98,291 per annum (\$48.46 to \$58.16 per hour)

Location: Old Crow

Reporting to the Education Director, this position is responsible for managing recreation programs, services, and staff for Vuntut Gwitchin citizens and residents of Old Crow, Yukon. The manager is also responsible for providing support to the Education Director and Senior Management Team on recreation related matters.

#### **Education and Experience:**

- Degree or Diploma in Recreation or related field OR
- Recreation North Certification combined with relevant work experience
- Knowledge and experience in program and event planning, including budget management and office administration (MS Office)

#### **Demonstrated Abilities:**

- Supervisory skills – to coach and mentor staff and volunteers
- Report and proposal writing, conflict resolution
- Problem solving, time management and organizational ability
- Athletic coaching skills and knowledge would be an asset
- Ability to build positive relationships within the community and with outside agencies, partners and business associates.

NOTE: Candidates who do not meet the full qualifications for the position may be considered for appointment on an underfill basis or at a Level 6-7 dependent on education and experience.

#### **Condition of Employment:**

- Wilderness First Aid/CPR or willingness to obtain
- Class 5 Yukon Driver's License (Class 4 an asset)
- Criminal Record/Vulnerable Sector Check
- Willingness to maintain a healthy lifestyle, and be comfortable living in a small remote community

*VGG Human Resources Policy will apply. For complete job description please check the VGFN website or contact below.*

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

**Application deadline: 4:30 p.m. on September 27, 2019**

Send Applications and/or resumes to:

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

## Vuntut Gwitchin Government

A.	<u>Identification:</u>	Recreation Manager
	<u>Department:</u>	Education
	<u>Supervisor:</u>	Education Director
	<u>Date:</u>	September 2019
	<u>Status:</u>	Full-time
	<u>Level:</u>	8

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B. Job summary:

Reporting to the Education Director, this position is responsible for managing recreation programs, services and staff for Vuntut Gwitchin citizens and residents of Old Crow, Yukon. The Manager is also responsible for providing support to the Education Director and the Senior Management Team on recreation-related matters.

C. Main Duties:

**Manages the planning and delivery of recreation programs and activities by:**

- Keeping informed on relevant VGFN legislation, monitoring, evaluating and recommending changes, as directed.
- Assisting with the development of recreation policies, procedures, strategic plans, goals, objectives and work plans.
- Researching and keeping informed of new trends, issues, programs and services federally and territorially, and with other First Nations, agencies, organizations and professionals, and assessing implications to Vuntut Gwitchin First Nation recreation programming.
- Receiving recommendations from Chief & Council standing committees.
- Monitoring, evaluating and managing recreation programs, services, policies and procedures.
- Managing the development and delivery of specific activities and services.
- Researching funding opportunities, ensuring proposals are submitted in a timely manner, preparing or assisting staff members with preparing proposals, ensuring all administration and reporting is done in a timely manner.
- Identifying the need for consultants/contractors, negotiating and managing contracts, and monitoring their work.
- Identifying the need for consultants/contractors, and initiating hiring/selection, and monitoring the work of consultants and contractors.
- Identifying sufficient resources for implementing programs and services.
- Managing all recreation contracts, contribution agreements, and programs.

- Exploring options and ensuring services and programs can be integrated with other Vuntut Gwitchin Government departments, consulting with those departments as required.

**Manages and ensures maintenance and upkeep of recreation infrastructure:**

- Engaging volunteers or hiring staff to ensure ski trails, ball diamond, skating rink, weight room, etc. are cleaned, groomed and maintained on a regular and seasonal basis
- Submitting work orders to Government Services department for required maintenance and cleaning
- Maintaining an inventory of all recreation equipment and assets
- Planning and budgeting for purchase and replacement of infrastructure, including preparing applications for funding as required

**Liaises with community members, business associates, professionals, negotiators, agencies and organizations by:**

- Participating in committees, boards, forums, commissions, meetings and working groups on the national, territorial and community levels as well as with other First Nations in developing goals, plans, policies and procedures, and dealing with citizens' and clients' concerns
- Promoting events and activities, maintaining recreation Facebook and Social media accounts and presence, and ensuring community awareness of same
- Partnering with YG Department of Education, supporting and/or overseeing programs and services in the school such as the Hot Lunch Program, Aboriginal Shield, Culture Camp, fishing and hunting camps
- Discussing with Territorial and Federal officials on program and funding agreements
- Discussing community and client needs with territorial and federal staff to problem solve or fill gaps in services.
- Recommending staff to participate in a variety of boards and committees, commissions, working groups and negotiations
- Ensuring information sessions and public meetings are held regularly with citizens and residents, attending sessions and public meetings.
- Providing information to consultants and contractors

**Manages the finances of the department by:**

- Creating and submitting the yearly budget request to the Education Director and
- Preparing variance reports
- Reporting to the Finance Director of any projected shortages or surpluses.
- Reconciling revenues of contribution agreements to expenses.
- Managing departmental purchases and contracts, monitoring budget and expenditures, and recommending when to move budget dollars to other budget items as needed

**Hires and Supervises staff by:**

- Evaluating staffing needs and determining qualifications needed.
- Establishing work priorities and making changes to workload as needed.
- Evaluating performance
- Discussing training needs with staff and the Human Resources and monitoring implementation of plans, and evaluating effectiveness of training
- Assisting with problem solving and personnel issues.
- Approving timesheets and leave requests
- Ensuring compliance with WCB regulations and reporting job injuries to the Human Resources Department.

**Assistance to the Education Director and representatives of the Senior Management Team by:**

- Attending weekly Management Team meetings to discuss and develop organizational policies and procedures and plan government wide business and integration of services amongst departments as required
- Attending Chief and Council meetings as required
- Assisting with the development of organizational strategic plans and goals.
- Preparing briefing notes as needed
- Responding to critical incidents as needed.

D. Job Knowledge and Skills:

Education:

- Degree or Diploma in Recreation or related field OR Recreation North Certification combined with relevant work experience
- Knowledge of Active Living practices and how they apply to community recreation
- Knowledge of budgeting and budget management
- Knowledge of program and event planning
- Knowledge of office administration

Management Skills:

- Ability to lead by example.
- Ability to be a team player and work with people from various disciplines and cultures, and of various ages.
- Ability to problem solve and resolve conflicts
- Time management and organizational skills.
- Ability to supervise and mentor staff and volunteers.
- Ability to write reports and make presentations
- Ability to negotiate contracts and contribution agreements
- Ability to analyze, prepare and reconcile budgets and expenditures
- Ability to research and analyze organizational and departmental needs and develop strategic goals, work plans, and policies and procedures.

Specific Skills

- Ability to effectively use email, Word and Excel
- Ability to act as a positive role model
- Ability to plan, coordinate and implement multi-faceted events and projects.
- Athletic coaching knowledge and skills would be an asset

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 conditions.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community members, Vuntut Gwitchin citizens, and with outside agencies, partners 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 daily work priorities, as well as for planning and implementing programs and activities for citizens and residents of Old Crow.

Decision-making is also required in long-range planning, communicating with agencies and third-party partners, and determining which recommendations are forwarded to the supervisor and to Chief and Council.

F. Impact/Accountability:

This position is accountable for delivering recreation programs and activities for citizens and the community. This has particular impact on children and youth in the community of Old Crow, as early habits of Active Living can impact them for the rest of their lives. The position is responsible for ensuring that expenditures do not exceed budget and revenues, and for ensuring the safety and security of participants.

G. Key Personal Contacts

<u>Who</u>	<u>Purpose</u>	<u>Frequency</u>
Education Director	Supervision and obtaining direction	Daily/Weekly
Recreation staff	Informing and discussing current and proposed projects and activities, providing direction.	Daily
Boards, Councils & Committees	For discussion, planning, policy reviews, consultation, information exchange	Monthly
Chief & Council	Informing on budgets and expenditures, programs, policies & information exchange.	Occasionally
VGG Directors/Staff	Integrating services; information exchange, requesting participation and or assistance.	Weekly

Governments, agencies and partners	Assisting with negotiating contracts and contribution agreements; intergovernmental planning; information exchange.	Weekly/Monthly
Consultants & Researchers	Assisting with project delivery; information exchange	As needed
VGFN Citizens/community members	Participating and sharing in activities, receiving feedback on programming, recruiting and providing direction to volunteers.	Daily/Weekly

H. Positions Supervised

Number of positions: 2	<ul style="list-style-type: none"> <li>• Recreation Coordinator/Assistant</li> <li>• Recreation Assistant</li> </ul>
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I. Working Conditions:

This position is located in a normal office environment but spends a significant percentage of their time at various indoor and outdoor recreation locations throughout the community and on the land, in various weather conditions.

**Spiritual:**

- Meeting recreational needs of beneficiaries while respecting and including traditional values.

**Physical:**

- Approximately 50% of time using the computer
- Travel approximately 2-6 trips per year long distance
- Remote living conditions in extreme temperatures and light conditions

**Mental:**

- Regular need to meet critical deadlines (deliver programs, camps, funding deadlines)
- Shifting priorities to respond to Vuntut Gwitchin government and community needs
- Program and service delivery affected at times by conditions due to the remoteness of the community
- Multi-tasking and frequent interruptions

**Emotional:**

- Dealing regularly with community members including youth who are under personal stress, have varying social values.

J: Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Willingness to work a flexible schedule that includes evenings and weekends
- Willingness to work extra hours to meet deadlines.
- Wilderness First Aid/CPR or Willingness to obtain
- Class 5 Driver's License/Class 4 Driver's License an asset
- Criminal Record/Vulnerable Sector Check
- Ability to maintain a healthy lifestyle

**SIGNATURES:**

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