

Vuntut Gwitchin Government

A. **Identification:** Community Recreation Coordinator

Department: Health & Social

Supervisor: Director Health & Social

Date: October 2006

Status: Full-time

Level: 6

B. **Job Summary:**

Working as a team member in Health & Social Services, this position plans, coordinates and delivers a variety of community recreational programs and activities for children, youth, adults and Elders. This position is also responsible for handling 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 recreation for all age groups by:

- Planning appropriate content for target group(s)
- Evaluating effectiveness of programs and activities and making adjustments as needed
- Providing hands-on delivery of programs and activities
- Supervising and mentoring volunteers and workers
- Determining when workers and volunteers are needed and liaising with HR for recruitment and hiring
- Conducting needs assessments and analyzing community recreation needs
- Development of a recreation work plan to meet strategic goals and community needs and desires
- 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

Performs administrative functions by:

- Writing and submitting proposals for third party funding
- Submitting reports and claims to third party funders
- Submitting information to support staff for the processing of purchase orders, cheque requisitions, travel claims, time sheets and other documentation
- Drafting, wordprocessing, editing, proofreading and finalizing documents as necessary
- Creating and maintaining filing systems
- Determining budgets and monitoring expenses
- Scheduling and advertising
- Arranging locations
- Purchasing supplies and materials
- Assisting with development of policies and procedures
- Assisting with preparation of yearly departmental budget

- Liaising with community groups, territorial and federal governments, other First Nations and non-government organizations on recreation related business
- Compiling data, statistics and other information
- Keeping updated on current trends, information and resources available for recreation professionals

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
- Ability to develop strategic goals and work plans

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 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
Vuntut Gwitchin Citizens & general public	Consulting; planning; information.	As needed

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

Athletic coaching knowledge and skills would be an asset

SIGNATURES:

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