



**EMPLOYMENT OPPORTUNITY**  
**Recreation Coordinator**  
**Education Department**

The Vuntut Gwitchin Government is looking to recruit a full-time position of Recreation Coordinator. Under the direction of the Education Director the Recreation Coordinator will be responsible for planning, organizing and delivering a variety of recreational programs and activities for children, youth and adults in the community of Old Crow. This position supervises the Assistant Recreation.

**Main Duties:**

- Ensuring delivery of a variety of recreation programs and activities in the community
- Developing short & long term programs and activities to meet the recreational needs of the community
- Recruit and involve members in all cultural & recreational activities
- Develop schedules and reports on programs and activities and recommendations for changes if required
- Ensure community recreational sites are kept in good working conditions

**Qualifications:**

- Diploma or Degree in Recreation or related field. A combination of other training and related experience will also be considered.
- Knowledge of Active Living practices and how they apply to community recreation
- Ability to plan, coordinate and implement events and programs.
- Ability to delegate and coach volunteers and supervise workers
- Ability to counsel youth and act as a positive role model.
- Ability to assume responsibility and work with minimum direction and supervision.
- Knowledge of the community and Vuntut Gwitchin First Nation – people, equipment, and traditions would be an asset.
- First Aid Certificate is desirable.

**Conditions of Employment:**

- Criminal Record Check to be conducted prior to confirmation of employment.
- Willingness to work flexible schedule that involves evenings and weekends.

A detailed job description is available @ [www.vgfn.net](http://www.vgfn.net)

**Salary: \$58,049-\$63,854 per year (\$38.17 - \$45.80 ( based on 6.5 hours per day) plus an excellent benefit package. VGG closes every second Friday, however optional to work on the those days.**

**Closing Date: Thursday, September 12, 2014 @ 4pm**

**Please submit a cover letter and resume outlining your qualifications which may include volunteer work, education and experience to:**

Brenda Frost  
Manager, Human Resource  
Box 94, Old Crow, YT Y0B 1N0  
Ph: (867) 966-3261 ext. 256  
Fax: (867) 966-3800  
Email: [hrd@vgfn.net](mailto:hrd@vgfn.net)

*While VGG citizens will be given priority all other candidates are encouraged to apply.*

Re-posted: August 27, 2014