



EMPLOYMENT OPPORTUNITY
Community Recreation Coordinator
Health, Social and Recreation Department

The Job:

Reporting to the Manager, Health and Recreation, 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. The position supervises the Recreation Assistant. You will be responsible for providing hands-on delivery of programs and activities; developing a recreation work plan to meet strategic goals and community needs and desires; Recruit, supervise and mentor volunteers and workers in all recreational activities; Develop schedules, advertise and report on programs and activities and evaluate effectiveness and make adjustments as needed; and ensure community recreational sites are kept in good working conditions.

The Candidate:

The ideal candidate will have a certificate or diploma 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, traditions would be an asset; a First Aid Certificate is desirable.

Pay Range: \$62,239 - \$74,686 per annum plus an excellent benefit package

This is a full-time term position based on 32.5 hours per week. (6.5-hour workday on a flexible schedule)

A detailed job description is available at: <http://www.vgfn.ca/employment>.

Closing Date: October 5, 2012 @ 4:00 p.m. For further information about this position, please contact: Ted Howes hspd@vgfn.net or by calling 867-966-3261 Ext 250.

Please submit resumes that include job experience related to position to:

Catherine Marangu
Director, Finance and Human Resources
Vuntut Gwitchin First Nation
Box 94, Old Crow, YT Y0B 1N0
Phone: (867)966-3261, ext. 240
Fax: (867)966-3719 or Email: fd@vgfn.net

While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply. We thank all applicants but only shortlisted candidates will be contacted.

POSTED: September 24, 2012