



**EMPLOYMENT OPPORTUNITY**  
**Recreation Coordinator**  
**Health, Social and Recreation Department**

**The Job:**

Working alongside other staff in the department, this position plans, coordinates and delivers a variety of community recreational, leisure and sport programs and activities for children, youth and adults. You are responsible in taking a lead role in coaching sport teams. 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 position supervises the Recreation Assistant.

**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; Proven ability to coach team sports; 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. First Aid Certificate is desirable.

**Work conditions and physical demands:**

The candidate will be expected to supervise and monitor recreational, leisure and sporting events in all weather conditions; will be expected to lift, carry and manage equipment and supplies and participate in and train others in the rules of sport; will be expected to work on a flexible schedule to complete special requests or projects or to participate in or coordinate evening and off-hour activities and may be participating in and leading strenuous physical activities, both indoors and outside.

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

This is a full-time 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:** November 4, 2013 @ 4:00 p.m..

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

Brenda Frost  
Human Resources Manager  
Vuntut Gwitchin First Nation  
Box 94, Old Crow, YT Y0B 1N0  
Phone: (867)966-3261, ext. 256  
Fax: (867)966-3719 or Email: [fd@vgfn.net](mailto: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: October 21, 2012