



EMPLOYMENT OPPORTUNITY
RECREATION ASSISTANT

The Job:

The Vuntut Gwitchin Government is looking to recruit a full-time term position of reporting to the Recreation Coordinator this position will help develop and manage a community-based sport and recreation program. The Recreation Assistant will help with planning and will assist with activities planned by the Recreation Department. The Recreation Assistant will assist with developing local leadership and empowering youth residents. Tasks include writing proposals to access funds for projects, organizing and delivering activities, assisting with developing a strategic plan for activities each year, month and week. This position is also responsible for assisting with administrative functions for community recreation and liaising with community, territorial and NGO partners.

The Candidate:

Grade 10 academic with three (3) months of experience in the field through paid or volunteer service, or an equivalent combination of experience preferably in a First Nation work environment; Knowledge of program and event planning; Ability to work with minimal direction and supervision; Ability to counsel youth and act as a positive role model; Ability to create documents using Internet, E-mail, word-processing, and Excel; and knowledge of community traditions, events and holidays.

Pay Range: \$48,070 - \$57,684 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>. Please be aware the current job description under review and will be subject to changes.

Closing Date: August 8, 2013 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

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

Brenda Frost
Manager - Human Resources
Vuntut Gwitchin First Nation
Box 94, Old Crow, YT Y0B 1N0
Phone: (867)966-3261, ext. 256
Fax: (867)966-3800 or Email: hrd@vgfn.net

While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply.

Posting: July 25, 2013