



EMPLOYMENT OPPORTUNITY

RECREATION COORDINATOR

(TERM POSITION)

The Whitecap Dakota First Nation is seeking a qualified individual who is dynamic, resourceful and highly energetic to fill the position of Recreation Coordinator. This is a full-time, term position until March 31, 2019.

Reporting to the General Manager, the Recreation Coordinator will:

- Develop, coordinate, promote, facilitate and supervise the recreational and/or sporting activities for the Community members of Whitecap Dakota First Nation. These responsibilities include but are not limited to the following:
 - Develop recreation programming for Elders, adults, teens, women, children, etc.;
 - Develop activity schedules for each group as required;
 - Supervise recreation activities for each group;
 - Facilitate training, coaching for team activities as required;
- Prepare monthly written reports and summaries of program activities;
- Maintain inventory of school and Community sporting equipment;
- Inquire and identify recreational grants available to the First Nation Recreation Program for review by the General Manager; and
- Any other related duties that may be assigned.

QUALIFICATIONS:

- Minimum requirement of a diploma in Recreation Technology;
- Minimum of 3 years' experience in the delivery of recreation programming preferred;
- Must have CPR, First Aid;
- Must have strong verbal and written communication skills;
- Must have strong leadership and organizational skills;
- Ability to work in a team environment; and
- Must possess a reliable vehicle and valid Class 4 Saskatchewan Driver's license or be willing and able to acquire the Class 4 driver's license.

The successful candidate shall be subject to a Criminal Record Check with Vulnerable Sector Search as a condition of employment.

SALARY: Based on qualifications and experience.

EMPLOYMENT TERM: Approximately 5 months; start date is as soon as possible.

APPLICATION PROCESS:

- Submit cover letter and resume via email to: employment@whitecapdakota.com

You will receive an automatic reply acknowledging receipt of your application.

- Alternatively, you may submit your application via mail or fax to:

Whitecap Dakota First Nation

Fax: (306) 374-5899

182 Chief Whitecap Trail

Whitecap SK S7K 2L2

APPLICATION DEADLINE: Friday, October 12, 2018 at 4:30 p.m.

We thank all applicants and wish to advise that only those individuals who have been selected for an interview will be contacted.