

Incorporated Hamlet of Fort Providence

Job Opening

Recreation Coordinator (24-month term with possible extension)

The Hamlet of Fort Providence, a picturesque, predominantly Indigenous community on the Mackenzie River, approximately 300km southwest of Yellowknife, is seeking a motivated Recreation Coordinator with a strong background in recreation. Reporting to the Senior Administrative Officer (SAO), the Recreation Coordinator will deliver recreation, leisure, and sport programs to promote a healthy lifestyle for all residents. The successful candidate must be able to work flexible hours, including evenings and weekends.

Duties will include, but are not limited to:

- Develop recreation programs and activities for all community members
- Implement programs such that residents have access to sport, recreation and leisure activities
- Administer recreation programs within guidelines and budgets
- Promote community awareness of available recreation and sport programs.
- Coordinate special events
- Responsible for management of the Swimming Pool, Arena, Hall and Fitness Centre

The applicant must have proficient knowledge/skills in the following areas:

- Recreation program administration, management, evaluation, and delivery
- Events coordination, planning abilities, and team leadership.
- An understanding of relevant policies, procedures and emergency protocols
- Excellent organizational/interpersonal/communication skills (Oral and Written)
- Computer skills and knowledge

Qualifications:

- Driver's license
- Diploma, Degree or certificate in Recreation Leadership/Management
- 2-years of experience in Recreation
- First Aid/CPR
- Police Clearance/Vulnerable Sector Check
- Must be willing and able to travel and must be physically able to lead recreation activities

Please submit your completed resume to:

Senior Administrative Officer
Hamlet of Fort Providence
P.O. Box 290
Fort Providence, NT XOE 0L0
Email: sao@fortprovidence.ca

This position will remain open until a suitable candidate is selected.

Pay and benefits are in accordance with Hamlet's collective agreement.

Only candidates selected for an interview will be contacted.