



Alderville First Nation  
11696 Second Line  
P.O. Box 46  
Roseneath, ON K0K 2X0  
Tel: 905-352-2011  
Fax: 905-352-3242  
[www.aldervillefirstnation.ca](http://www.aldervillefirstnation.ca)

## Recreation Coordinator

### Job Scope:

This is a new position that will establish recreation programming for the community of Alderville First Nation. The Recreation Coordinator will be responsible for assessing the community's needs and developing program surrounding those needs. The Recreation Coordinator may also be called upon to assist the current staff with existing programs and events.

### Duties/Objectives:

- Assess the recreation requirements for the community
- Evaluate current programs/services and identify areas that are underserved
- Based on the assessment, develop and implement a variety of sports and recreation programs
- Supervise, assist or lead activities with youth and elders
- Assist staff where needed with the execution of existing events
- Book facilities and prepare schedules
- Ensure recreation facilities and/or equipment is operated and maintained safely and effectively

### Qualifications:

- Preference will be given to applicants with a post-secondary education in sports recreation or related recreation programming experience
- Excellent public relations skills
- Must be a team player
- Effective communicator (written and verbal)
- Knowledge of operation and maintenance of sports and recreation equipment
- Experience working with youth and elders
- Possess cultural awareness and sensitivity
- Physically capable of meeting demands of the job
- Computer skills
- First aid/CPR certification
- Must be willing to work flexible/irregular hours (events will take place outside of 'regular' office hours)
- Upon successful hire, must be willing to complete criminal reference check and/or vulnerable sector search
- Must agree to completing an employment counseling process

### Timeframes:

Contract position ending in **March, 2012.**

**Salary:**

Based on education and experience.

**How to apply:**

Applications can be delivered to the front desk of the Alderville First Nation Administration Building. Submissions must include a cover letter, resume, along with three work related references and/or letters of reference. Faxed or e-mailed applications will be accepted.

**Alderville First Nation**

**11696 Second Line Road**

**P.O. Box 46**

**Roseneath, ON K0K 2X0**

**RE: *Recreation Coordinator***

**email to: [mwarren@aldervillefirstnation.ca](mailto:mwarren@aldervillefirstnation.ca)**

We thank all who apply, however only those selected for an interview will be contacted.

**Deadline to apply: Friday, October 14<sup>th</sup>, 2011 at 1:15 p.m.**

**Chief and Council retain the right to make the final decision on the selection of the successful candidate**