



Beausoleil First Nation

11 O'gemaa Miikan
Christian Island, ON
L9M 0A9

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Posted: August 1, 2018

EMPLOYMENT OPPORTUNITY

Job Title: Term Contract Recreation Events and Programs Coordinator

Summary To plan, direct, implement and manage all recreation events and programs of the recreation department in an efficient and effective manner. Preference will be given to applicants who are of Aboriginal Descent.

Minimum Skills/Qualifications:

Experience:

Must have 2 years experience working at a supervisory level management position. Must have 2 years experience working with the public.

Must have 2 years experience in program and event development, coordination, and implementation. Must have 2 years experience in volunteer coordination and development.

Must have experience working with all levels of government related to recreation. Must have experience working with other Aboriginal organizations.

Must have experience working with computers and various word processing and spreadsheet applications. Must have experience working under organizational protocol and following organizational policy.

Education:

College and/or University degree in recreation programming, development and implementation would be an asset. Incumbent must be able to MC all community events.

Duties will include:

Develop interim three month work plan once hired. - Provide monthly progress reports to supervisor. Adhere to all policies of the Beausoleil First Nation. - Act as departmental liaison at all levels of government. Attend all pertinent meetings, conferences and workshops relevant to position.

Follow all directives received from supervisor. - Attend all Band Council Meetings when required.

Report on new program and event trends relevant to department. - Manage & Monitor departmental budget(s). Maintain file system - electronic and hard copy. - Produce 5 year strategic and operational plan by March 31/15. Keep all recreation and event space clean and tidy. - Maintain communications internally and externally.

Maintain departmental philosophy. - Deliver recreational programming on a consistent basis for the community Plan and implement, all recreation programs/services and events and/or develop the necessary staffing and volunteer resources for consistent programming - display a sensitivity towards Aboriginal issues, related to cultural and recreational events. -

Must persist with effort when necessary to complete tasks/activities successfully, even during unforeseen events. -

Communicate effectively and keep others informed re schedules. Utilize interpersonal skills to be able to work as a team member, help others, be cooperative with all members in the organization. - Must be able to endorse, support, and defend organizational and project objectives.

Salary: \$30,000.00 to \$36,000.00 (dependent on qualifications and experience)

Duration: Term Contract. The successful candidate will be subject to an 89-day probationary period.

Hours of Work: 40 hours per week utilized when programs and events are scheduled

Closing Date: Applications shall be delivered to the Administration Building, attention: Virginia Sandy, Interim Human Resources Manager vsandy@chimnissing.ca, no later than: **Monday August 13, 2018 at 4:30p.m.** Applications will not be accepted after this date.

Direct Supervisor: First Nation Administrator, Beausoleil First Nation

Functional Supervisor: Chief and Council

*Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building. Applications must consist of the following: **Cover letter, resume, Copies of relevant diploma/Certificates,(2) employment references, Clear CPIC/VSS required following offer**.our application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable, however, applicants selected for an interview must present the original signed letter of application at the interview. We thank all who apply, however only those*