

## JOB POSTING DETAILS

<b>Employer</b>	Garden River First Nation (Ketegaunseebee Garden River First Nation)	<b>Job Type</b>	RI
<b>Job Title</b>	Recreation Coordinator	<b>Duration</b>	Full Time
<b>Job ID</b>	11788	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	November 18, 2021	<b>Closing Date</b>	December 2, 2021

### Job Overview - Description & Duties

GARDEN RIVER FIRST NATION IS HIRING

In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.

Position: Recreation Coordinator (Full-Time)

Starting Range: \$23.33-\$26.23 (pending experience and education)

Location: Education/Recreation Centre

Report to: Education Manager

#### Position Summary

The Recreation Coordinator is responsible for managing the day-to-day operation of the recreation centre. The Recreation Coordinator is responsible for program and activity development for all age groups, designed to demonstrate healthy living and improve quality of life for Garden River First Nation community residence. The Recreation Coordinator functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

#### Duties

- Ensure fitness centre is maintained in order to ensure a safe, clean and healthy environment for recreation activities
- Evaluates leisure needs and interest in the community
- Initiates, completes, and responds to community and user needs
- Planning and development of sports, leisure, and recreation programs in order to ensure that the activities and events are made available for all community members
- Implementing recreation programs to ensure that community members have access to sports, recreation, and leisure activities
- Promoting recreation, leisure, and sports programs in order to ensure that residents are aware of available opportunities and activities
- Evaluates sports and leisure programs
- Researching, planning, and developing fundraising campaigns and activities that will include working with a committee to assist with raising funds to meet the financial needs of the recreation centre
- Establishing and working with a Little NHL committee to assist with fundraising campaigns, managing and maintaining and inventory of equipment (i.e jerseys) and assisting with registrations.
- Liaises with departmental staff, community organizations and other agencies in providing specialized programming and workshops and events (ie Annual Pow Wow, Christmas Parade etc)
- Recruits' instructors to help plan and operate specialized programming
- Develops program schedules, along with organizing, scheduling, hiring, training, supervising, and coordinating of staff

- Delegating specific task assignments to the employees of their particular program as may be required
- Ensuring that the objectives of the Garden River First Nation are being met effectively by all program personnel
- Perform other duties as may be required or assigned

### Required Skills

- Requires Diploma in Sports & Leisure Management, Business Administration, and/or other related field;
- Requires two years supervision/coordination experience
- Requires two years of recreation activities along with two years community and public works would be an asset;
- Ability to research, plan, implement well organized activities/programs;
- Knowledge of principles and practices of recreation programming (planning, leadership, marketing, public relations)
- Demonstrate sensitivity to and knowledge of First Nation cultural values and traditions;
- Ability to be consistent and display a positive/helpful attitude;
- Ability to work independently and collaboratively as a member of a team
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Excel, Internet, Email, Outlook);
- Must undergo a criminal record and vulnerable sector check prior to employment (At Applicant Expense)

### Other Requirements

NA

### How to Apply

\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\*  
Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: December 2nd, 2021 at 4:30pm. Please address the envelope and/or email "Recreation Coordinator- 2021-99" and submit to:

Human Resources  
Garden River First Nation  
7 Shingwauk Street, Garden River, ON P6A 6Z8  
Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.