



## **Recreation Coordinator Job Opportunity**

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**Position:** Recreation Coordinator

**Department:** Health and Social

**Supervisor:** Health Team Lead

**Type:** Full-time; Permanent, 35 hrs/wk

**Location:** Watson Lake, YT

**Salary:** Salary is dependent upon experience and qualifications

**Closing Date:** July 6, 2022, at 4:30pm YST

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Reporting to the Health Team Lead, the Recreation Coordinator is responsible for the planning, delivery, and administration of recreation programming for Liard First Nation members (LFN) and Watson Lake residents. A key responsibility of the position is to determine the recreation, creative and sporting activities needs of the community for all age groups, and to be mindful of safety, ability levels and financial considerations in the delivery of all programs and supervision of all activities. The incumbent should strive to work with Yukon wide organizations to continue to provide well rounded programming for multiple groups.

### **Main Duties**

- Plan, develop, schedule, and deliver recreation and leisure activities including, but not limited to arts, cultural, heritage, sports, culinary, pre-school, seniors' activities, educational, sporting events and other activities that promote healthy living and a healthy lifestyle.
- Develop, maintain, and amend as required an annual recreation plan for the community
- Foster and maintain a good working relationship with other community organizations to obtain public input and feedback on recreational needs of the community and the delivery of programs.
- Work collaboratively with the Facilities Managers to ensure that venues are prepped and ready for activities and events.
- Solicit community input through developing and maintaining open communication with community organizations, the school, LFN and residents of all ages to meet their diverse wants and needs for recreational, creative and sports activities.
- Ensure that information is distributed widely about activities, events, and competitions whether local, regional, or Territorial including opportunities to participate, registration requirements, available funding, and results.
- Function as the registrar for participation in activities and competitions.
- Respond to inquiries from parents and participants in a timely and courteous manner.



## Liard First Nation Human Resources

- Maintain and expand relationships with Yukon wide organizations (including the YTG Sport and Recreation Branch, the Yukon Recreation and Parks Association and the Yukon Aboriginal Sport Circle).
- Participate in the development of annual budgets by contributing potential and planned costing of the annual recreation plan, including impacts on the operational budgets as they relate to recreational program delivery.
- Track and monitor costs by activity or event to ensure that expenditures are kept within budgetary allocations.
- Track and record programs/events delivered, equipment and facility use and number of participants to determine effectiveness for future planning or identify potential for improvement.
- Prepare and deliver detailed reports to the Health and Social Director as requested regarding finances, program delivery, participation levels and equipment/facilities usage.
- Engage volunteers, train, and oversee their involvement; maintain a data base of volunteers and their skills (including National Coaching Certification Program and the Aboriginal Coaching Module).
- Provide monthly recreation reports to Health and Social Director.
- Supervise user groups to ensure safe practices are followed and policies and procedures are followed.
- Ensure that facilities are secured following use.

### **Mandatory Qualifications**

**Education:** A high school diploma or equivalency obtained through coursework and/or experience is required.

**Experience:** Experience organizing and running programs is beneficial but not required.

### **Conditions of Employment**

- Mandatory Vulnerable Sector RCMP check
- Standard First Aid and CPR, or willingness to obtain
- Valid Class 5 Driver's License, and willingness to obtain Class 4

### **To Apply**

Please submit a cover letter and resume to the LFN's Executive Office or email [resume@liardfirstnation.ca](mailto:resume@liardfirstnation.ca). Preference will be given to Kaska and Indigenous people who meet the minimum requirements.

*Thank you to all who apply, however, only those selected for an interview will be contacted.*

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