

Job Title:	Recreation Leader	Position Term:	Summer: May 16 through mid to late August
Location (possible office locations):	Yellowknife, Fort Simpson, Fort Smith	Travel Required:	YES. Various communities in the North Slave, South Slave, and Dehcho regions of NWT.
Level/Salary Range:	\$30.25/hour	Will Train Applicant:	HIGH FIVE, Water Smart, Fundamental Skills

Job Details:

OVERVIEW

This temporary, full-time position will last for approximately 3 months and is an opportunity for those who have a passion for recreation, love working with the public, and want to make a difference in the lives of youth in NWT. As a Recreation Leader, you will have the opportunity to obtain training and mentorship to further your professional goals while traveling to communities in the North Slave, South Slave and Dehcho regions of NWT. You will have an exciting time thinking on your feet, coming up with & leading fun and creative activities!

ROLES AND RESPONSIBILITIES

- Lead children/youth in recreational activities in various communities
- Ensure the safety of participants
- Administer MRA programs to ensure that they are delivered within guidelines and budgets
- Work with MRA executive director, community recreation coordinators, and volunteers
- Run programs, training & information sessions (ie. Water Smart, High Five, Fundamental Skills) ***
training can be provided
- Be involved with pre-program training and in-services
- Prepare daily and weekly plans and evaluations of activities
- Maintain statistics; maintain security of equipment and supply inventory
- Promote recreation and sports programs in order to ensure that residents are aware of available opportunities and activities
- Act as a customer service representative of the Mackenzie Recreation Association (MRA) while interacting with parents, participants, and the general public

EDUCATION & QUALIFICATION

- Minimum completion of 1 year university in Recreation, Sport, Education, or Health Science; **OR**
- Experience working in the recreation field. Working with the general public, children or other program users is preferred.
- Applicant must be accepted to attend full time post-secondary studies at the start of the fall 2017 or winter 2018 semester.
- Current standard First Aid and CPR (Level C) or equivalent is required prior to commencing employment and is the financial responsibility of the candidate.
- Lifesaving Society certification: Bronze Cross or National Lifeguard. However, MRA is willing to facilitate training to gain these certifications for the right candidate.
- An original Police Information Check, including Vulnerable Sector Check, issued within the past 6 months will be required prior to commencing employment. **Please note: this may take up to 3 weeks to process and is the financial responsibility of the candidate.**



KNOWLEDGE, SKILLS & ABILITIES

The candidate must:

have knowledge in the following areas:

- Recreation program administration, management, and delivery
- Recreation program evaluation
- Event coordination and planning
- Northern cultural activities and traditional sports and games
- Relevant legislation, policies, procedures, and rules
- Northern cultural and political environment

demonstrate the following personal attributes:

- Maintain standards of conduct
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate a dedication to the position and the organization
- Demonstrate sound work ethics
- Be consistent and fair

ADDITIONAL NOTES

- Priority will be given to candidates from within the MRA communities.
- The MRA summer student will be delivering programs in various communities within the MRA region. An important aspect of this position is that it requires extensive travel within July and August.
- Some programs may require evening and weekend work or travel.
- Successful candidate must have their own cell phone.
- Must be able to start **May 16th, 2017** and able to attend MRA AGM (**location TBD**) May 17-18th.
- Hours of Work: Up to 8 hours a day, 40 hours per week.

Applications Accepted By:

BY EMAIL: jessica@mranwt.ca to Jessica VanOverbeek

SUBJECT LINE: RECREATION LEADER POSITION 2017

Posting Expires: March 24, 2017



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