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www.saikuz.com

Recreation Coordinator

Position ID: R-2302

Hours: Full-time

Saik'uz First Nation is an Indigenous nation in central BC dedicated to providing quality, timely services to its members and supporting its employees through competitive benefits, professional development opportunities, and compassionate leadership.

Responsibilities

The Recreation Coordinator develops successful, innovative, and holistic recreation-based programs for children, youth, adults, and Elders. They organize, administer, and assess sustainable programs and services and secure external funding through grants and contribution agreements. For the Recreation Coordinator, duties include, but are not limited to:

- Implementing and promoting recreation-based health and community development programs for targeted groups, adhering to Saik'uz First Nation and department policies, strategies, and health determinants.
- Managing recreation workers' performance through mentoring, guidance, training, and performance reviews and recruiting and coordinating volunteers.
- Securing funding for programming by seeking grants, preparing proposals, and assuring compliance with budget and reporting requirements.
- Submitting monthly reports on activities, client statistics, budget deviations, progress, and upcoming program planning.
- Participating in strategy planning, staff meetings, and stakeholder engagements within and outside the Saik'uz First Nation.

Qualifications & Skills

- Post-secondary credentials in recreation (or relevant health/social science field). An equivalent combination of education, training, and experience will be considered.
- Recent experience with community-based health or social programs.
- Knowledge of the Saik'uz First Nation community and its values.
- Intermediate user of the Internet and software applications such as Word, Excel, etc.
- Valid BC driver's license and reliable vehicle.

Salary & Benefits

- \$19-21/hour (experience dependent)
- Medical (including vision care), dental, disability, and life insurance benefits
- Paid vacation, sick, and parental leaves and cultural days
- Work-related travel mileage compensated at 68¢/km

How to Apply

- Submit a copy of your resume to the Band Office or email your resume to resume@saikuz.com with the position ID in the subject line.

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