

BUFFALO LAKE MÉTIS SETTLEMENT

Box 16 CASLAN AB T0A 0R0 (780) 689-2170 FAX (780) 689-2024



RECREATION & MINOR SPORTS COORDINATOR

PART-TIME EMPLOYMENT (20 HOURS/WEEK)

The Recreation & Minor Sports Coordinator is responsible for management of the recreation facility and programs for youth, in order to provide clean and safe opportunities for sport and recreation and promote a healthy lifestyle for all community residents.

Summary of Position

Reporting to the Settlement's Administrator, the Recreation & Minor Sports Coordinator conducts the following duties:

- Liaison between the community members and provincial organizations
- Serves on committees related to program delivery, attend meetings for programs (i.e. minor ball, Native Provincials)
- Maintains 'Open Schedule' programming (i.e. volleyball, soccer, basketball, floor hockey, badminton)
- Research and facilitate opportunities for 'Closed Schedule' programming (i.e. regularly programmed activities; after school soccer; fitness classes)
- Work with other youth programs in the community
- Apply for grants related to benefit youth programs
- Provides leadership and guidance to community groups
- Provides recommendations on best practice in recreation and sports delivery and seeks to implement practices to meet provincial standards and legislation
- Assist with the facilitating of cultural activities and special events (i.e. quad rally, fundraisers, National Indigenous People's Day)
- Work alongside the Recreation Committee and
- Keep inventory of equipment
- Order and purchase of equipment as necessary
- Arranges for provision of access to facility; equipment; tables and chairs; sound system; kitchen etc. when required

Job Requirements and Qualifications

- Direct experience providing athletics/fitness programs for youth as well as organizing a variety of leagues
- Must have extensive knowledge of youth sports and activities or a minimum of three years related experience in physical education and significant experience working with community groups
- Knowledge of trends in fitness, development games, and other athletic activities
- Passion for developing youth's desire in sports, health and fitness
- Strong background in program and lesson plan development
- Must have First Aid and CPR
- Must have own transportation, reliable vehicle and a valid driver's license
- Must pass and provide a current CWIS and Criminal Record Check

Please submit resumes to: Pam Cardinal pcardinal@blmetis.ca or Fax: 780-689-2024

Deadline: March 20, 2020 @ 3:00 pm (late submissions will not be accepted)