



# JOB OPPORTUNITY

OCHAPOWACE NATION, P.O. Box 550, Whitewood Saskatchewan, S0G 5C0

*"to be independent, proud, prosperous, unified nation, with our own culture, values, language and land" (Ochapowace Vision Statement)*

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Ochapowace Nation, located in southeastern Saskatchewan, is a progressive nation, focusing on youth development, excellent sports programming, quality education system, community safety and well-being-being, organizational success and professionalism, economic and business success, and proficient governance system. We are seeking an energetic and passionate individual to join our team as the interim Manager, Sports and Recreation.

**Position Title:** Recreation Manager

**Unit:** Recreation Office

**Status:** Full-time

**Duration:** Permanent (upon successful completion of probationary period).

**Salary:** Negotiable

**Posting Date:** August 9<sup>th</sup>, 2019

**Closing Date:** August 23<sup>rd</sup>, 2019 at 4:30 p.m.

**Job Summary:** The Recreation Manager works under the direction and supervision of the Multiplex Manager. He/she will coordinate and oversee Ochapowace sports, recreation and minor sports services and programs for the community and administer/manage recreation facilities and equipment. He/she will administer/manage the recreation department including budgeting, proposal writing and fundraising. He/she is also responsible to supervise and oversee Summer and Winter games, as well as North American Indigenous Games..

## Qualifications

**Education and experience:** Preference will be given to candidates with a post-secondary degree in related field (Recreation/Management/Administration) or combination of experience in recreation management and related training will be considered.

**Knowledge, skills and abilities:** knowledge and experience with recreation/sports events management; recreation/sports practices and theories; creative thinking and problem solving skills; planning and decision-making skills; interpersonal and communication skills both written and verbal; ability to work within a team; proven ability to work on multiple projects with competing demands to meet deadlines; budgeting skills; knowledge of Ochapowace Nation culture/traditions; experience with Microsoft Office applications.  
Must have a reliable vehicle and valid driver's license.

A Criminal Record Check (Vulnerable Sector) is required with application; Prohibited drug test is required, if successful candidate.

**Please send your resume and cover letter, with three (3) references to:**

Michael Gatin B.Ed. Q.Med.

Human Resource Officer

Email: [michael.gatin@ochapowace.ca](mailto:michael.gatin@ochapowace.ca)

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