



OCHAPOWACE NATION

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Recreation

Ochapowace Nation – Job Posting

Position: **SPORTS COORDINATOR**

Status: **Full-Time/Permanent**

JOB SUMMARY:

The Sports Coordinator position is a support for the Recreation Department that is under the direct supervision of the Family Wellness Coordinator. They will be responsible for the planning, development, and coordination of recreational activities.

DUTIES AND RESPONSIBILITIES:

- Develops, organizes, implements, and supervises innovative teen programs.
- Researches, applies for, and coordinates grants on youth related programs, including the budgeting for such programs.
- Plans for, and coordinates group programming, Athletic programs, winter/summer games, Gym Nights, and volunteer scheduled events for the Community.
- Chauffer registered participants to scheduled events – sports events, Guides, Scouts, etc.
- Prepare and present regular Recreation Reports to the Recreation Committee.
- Arrange regular Committee Meetings, prepare Meeting Agenda, notifying Committee Members, prepare cheque requisitions, etc.
- Other duties may be assigned.

SKILLS, QUALIFICATIONS AND COMPETENCIES:

- A minimum of one (1) year Technical Training plus one (1) year of practical hands on experience.
- A positive attitude and be energetic, self-motivated.
- Excellent organizational and time management skills and the ability to work under pressure to meet deadlines; Strong leadership abilities and have excellent sportsmanship.
- The ability to work as a team and be able to get along with co-workers and the public.
- First Aide Certificate including CPR would be an asset.
- A valid driver's license and have a dependable vehicle.
- Experience working with computer systems and software and preparing budgets.
- The ability to work flexible hours; and
- an acceptable Vulnerable Sector Check and drug test.
- If selected for interview, the candidate must provide the Vulnerable Sector at time of interview.

Selection Process: Candidates will be selected for this position on the basis of their skill, ability, experience and qualifications as identified in the resume. Therefore, only those selected for interviews will be contacted.

Application Deadline: February 15, 2024 @ 4:30 p.m.

Please send your **RESUME** and **COVER LETTER**, with **three (3) REFERENCES** to:

HR@ochapowace.ca