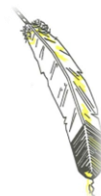




JOB OPPORTUNITY



Box 550 Whitewood, SK S0G 5C0 (phone) 306.696.2425 (fax) 306.696.2426

SPORTS AND RECREATION

Ochapowace Nation – Job Posting

Position: Sports and Recreation Assistant

Status: Permanent, Full-time

JOB SUMMARY

The Sports and Recreation Assistant position is a support position within the Recreation Department that is under the direct supervision of the Recreation Manager. The Sports and Recreation Assistant shall be responsible for the planning, development, and coordination of recreational activities for the Community and its Membership; responsible for ensuring Ochapowace athletes are involved in the Indian Winter/Summer Games and NAIG by planning and coordinating the required events; ensuring the recreational needs of the Community, all ages, are reviewed, research and implemented according to the needs of Members; and working with the Education System to determine their needs in relation to Recreational Activities.

DUTIES AND RESPONSIBILITIES

- Develops, organizes, implements and supervises innovative teen programs.
- Research applies for, and coordinates grants on Youth related programs, including the budgeting for such programs.
- Plans for and assists with Winter/Summer Games requirements.
- Plans for, and coordinates, Athletic programming for the Community – i.e. Minor Sports – fastball, softball, Volleyball, soccer, track & field, etc.
- Plans for, and coordinates Gym Nights for the Community.
- Plans for, and coordinates, group programming.
- Arrange training for Coaches, CPR, etc.
- Chauffer registered participants to scheduled events – sports events, etc.
- Plans for, and coordinates, training and development.
- Coordinate Volunteers for scheduled events.
- Prepare and present regular Recreation Reports to the Recreation Committee.
- Arrange regular Committee Meetings, prepare Meeting Agenda, notify Committee Members, prepare cheque requisitions, etc.
- Any other such duties assigned in relation to Sports and Recreation.

SKILLS, QUALIFICATIONS AND COMPETENCIES

- A minimum of one (1) year Technical Training plus one (1) year of practical hands-on experience.
- Experience in coordinating major community events.
- A positive attitude and be energetic, self-motivated.
- Excellent organizational and time management skills and the ability to work under pressure to meet deadlines.
- Experience in working with and preparing budgets.
- Strong leadership abilities and excellent sportsmanship.
- The ability to work as a team and be able to get along with co-workers and the general public.
- Experience working with computer systems and software.
- The ability to work flexible hours; and

CONDITIONS OF EMPLOYMENT

- A valid driver's license and have a dependable vehicle.
- A valid First Aide Certificate including CPR.
- Submit a Criminal record check/vulnerable sector check and drug test.

Selection Process: Candidates will be selected for this position based on their skill, ability, experience and qualifications as identified in the resume. *Only those selected for interviews will be contacted. Preference will be given to Ochapowace Nation Members.*

Application Deadline: OPEN UNTIL POSITION IS FILLED

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

staffing.hr@ochapowace.ca