



JOB POSTING

Title: Contract Recreation Manager
Reports to: Band Administrator
Terms: 6-month contract (January – July 2020)
Hours: 35 hours/week (flexible hours required – evenings/weekends)
Salary: \$20.00 per hour
Location: James Mason Recreation Centre

Job Summary:

The Recreation Manager will plan, organize, direct, control and evaluate the recreational programs and services for all age groups within the Saugeen First Nation, as well as monitoring and maintaining the Recreation Department staff and budget

Duties:

- Create, plan, implement and evaluate recreation and leisure programs, and special events promoting healthy and active lifestyles
- Develop and manage recreational programs and services
- Develop policies and procedures to implement programs
- Organize and administer national and provincial programs (training, coaching and officiating)
- Supervise and manage the daily operations of the community/recreation centre
- Maintain community fitness centre (i.e. inspection of equipment)
- Educate others regarding the value and benefits of recreation, leisure and lifestyle enhancements
- Organize special events for community during March Break, Christmas Break, etc.
- Must have computer skills (Word, Excel, computer-operated machinery)
- Manage budget for Recreation Department
- Supervise and schedule staff and volunteers when required
- Maintain security system
- Good communication skills, both verbal and written
- Secure funding for program development and advancement

Qualifications:

- Diploma in Recreation & Leisure Services or Sports Management; OR
- Grade 12 or G.E.D. equivalency and several years' experience in an occupation related to recreation, sports administration or programming
- Supervisory experience an asset
- Financial and budget experience is required
- Class 'G' Driver's License (or willingness to obtain within 3 months of hire)
- First Aid/CPR Certificate or willing to train
- Clean Criminal Record Check with Vulnerable Sector Search

Applications MUST include:

- Current covering letter
- Current resume including current contact information (phone number and email address if available)
- Three names of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday December 13, 2019 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview
Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check including Vulnerable Sector Screening as a condition of employment

Office: Employment and Training Centre (519) 797-1224
By Fax: (519) 797-3458
By E-Mail: employment@saugeen.org
By Mail: Saugeen First Nation Hiring Committee RR#1, Southampton, ON N0H 2L0

If you are interested in this posting, but do not meet the qualifications criteria, consider visiting SEZ to find out how to obtain the education and training required. Your contributions to our community are important to all of us.