



JOB POSTING

Title: Community Activator (**pending approved funding**)
Reports to: Recreation Manager
Terms: Contract until March 31, 2022; possible extension dependent on funding
Hours: 35 hours per week (some weekends and evenings required)
Salary: \$32,000 – \$36,400 per annum, dependent on qualifications
Location: Recreation Department

Position Summary:

The Community Activator will provide quality recreation and physical activity opportunities for community members of Saugeen First Nation under the C.A.R.A. program.

Duties:

- Serve as a role model by practicing personal wellness
- Plan, schedule, organize, advertise, and conduct recreational, athletic, fitness and sports activities
- Offer consistent approach to regular programming to allow habits to form
- Establish a volunteer committee tied to awareness, physical activity, and overall healthier lifestyles
- Conduct a needs assessment through a questionnaire to identify needs
- Follow Fundamentals for Life & Canada's Physical Activity Guidelines
- Assemble, maintain and repair sports and game equipment
- Instruct/Lead groups and individuals in recreational/leisure programs
- Provide lifestyle awareness workshops
- Monitor recreational, sports or fitness activities to ensure safety and provide emergency or first aid assistance when required
- Enforce safety rules and regulations
- Maintain records and prepare reports and assessments
- Complete required fund reporting for CARA Program Guidelines in conjunction with the Recreation Manager and Finance
- Other related duties as assigned

Qualifications:

- Diploma in Recreation, Leadership or Physical Education preferred
- May accept Grade 12/GED with relative experience
- Experience in recreational and sports programming activity
- Knowledge of computers for financial reporting, making advertisements, compiling data, sharing information, etc.
- Friendly, outgoing, and energetic
- Flexible work schedule and available to work evenings and weekends
- Willingness to take required training
- First Aid/CPR, along with WHMIS (or willingness to obtain)
- Ability to travel as required, mandatory class G driver's license, access to reliable transportation; work towards obtaining a class F driver's license

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 August 27th, 2021 @ 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: Human Resources Manager 519.797.2781 ext.1110
By E-Mail: joe.wesley@saugeen.org
By Mail: Attn:Human Resources, Saugeen First Nation #29, 6 Cameron Dr., 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.