

Employment Opportunity



S.A.Y. Lands Office

Position Title: Recreation Coordinator

Position Location: Chilliwack, BC

Salary Range: Level 3 \$19.96-\$27.02/hr dependant on experience and education

Work Term: Full Time Position

Position Overview: The Recreation Coordinator is primarily responsible for developing, coordinating, delivering, and operating all Recreation programs and activities and ensuring these programs are consistent with the resource needs and interest of the community. This position will assist in developing a wide variety of holistic recreation programs to support our community's emotional, physical, social and spiritual wellbeing. As a coordinator this role is responsible for preparing variety of reports detailing activities, statistics, budget variances and program planning.

Responsibilities and Duties:

Recreation and Leisure Programs

- Coordinates the schedule of recreational activities and events targeting all groups within the community (i.e. children, parents, youth, elders, members with disabilities)
- Seeks out funding opportunities for new and existing programs and with approval from the Community Services Program Manager, submits proposals.
- Ensure that all equipment and facilities are safe, properly prepared, maintained, and cleaned regularly as required for use by program participants and staff
- Develops and communicates a program schedule of clinics, gym activities, team sports, special events, and field trips.
- Seeks feedback and ideas from members for future programs and activities. Maintains open communication with members.
- Looks for new resources/ideas to improve indoor and outdoor programs.
- Looks for opportunities to gain access to new facilities (i.e. fields, skiing, ice rink etc.)
- Assumes responsibility for the day-to-day operation of the recreation facility and equipment.

Administration

- Assist with preparation and maintenance of the Youth and Recreation budget.
- Researches and identifies potential funding sources that support initiatives related to sports and recreation.
- Develops promotional strategies to maximize participation in various recreation programs and events.
- Prepares written reports and documents such as grants and proposals to apply for funding for program delivery.
- Maintains equipment inventory and ensures equipment maintenance requirements are met.
- Maintains records and activity reports related to programs and events – i.e. participation, feedback from participants, summary of costs etc.
- Provides input and recommendations regarding existing or proposed programs.
- Performs other job related duties as directed.

Knowledge, Skills, and Abilities

- Knowledge, respect and understanding of Stó:lō culture, traditions and language is considered an asset
- Ability to multi-task and coordinate a variety of programs and events.
- The ability to work independently with minimal supervision and collaboratively within a team.
- Ability to engage with the community and members in a constructive and respectful manner.
- Excellent interpersonal and communication skills
- The ability to multi-task, prioritize, organize work to meet deadlines.
- Well organized and proactive with strong time management skills.
- Intermediate knowledge of MS Word, Excel, PowerPoint, Outlook
- Experience using Adobe, Adobe Pro Editor, Google Docs, Canva, Zoom, Survey Monkey, MailChimp, Mural, and other application software.

Working Conditions:

- Intermittent physical activity including walking, running, standing, sitting and lifting.
- Manual dexterity required to operate program related machines/tools including recreational equipment.
- May deal with individuals who can, from time to time, be demanding and challenging. Must be able to remain patient and committed to the activities, and may have to engage in conflict resolution or crisis management at times.
- May have to manage a number of tasks at one time, while supervising the youth.
- Active position, on your feet
- Shared office space.
- Engaging with members
- Interacting with outside contractors, and the general public

Terms of Employment:

- Employee signs a standard form contract of employment.
- To ensure the health and safety of all employees and members of the community we have adopted a mandatory vaccination policy
- If no exemption applies, deductions will be made at source according to law.
- If applicable, employer contributions will be made at prescribed rates to CPP, EI, WCB and vacation pay.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of Indigenous ancestry **s16(1) CHRA** and have knowledge of local First Nations traditional customs and practices.

HOW TO APPLY

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to careers@jouta.com. Position open until filled.