

<b>Job Title:</b>	Summer Program Coordinator	<b>Position Term:</b>	May ~ August
<b>Location (possible office locations):</b>	Yellowknife or home office option	<b>Travel Required:</b>	3-4 weeks out of the summer
<b>Level/Salary Range:</b>	\$28.75-30.25/hour *depending on experience and qualifications	<b>Knowledge areas (training available):</b>	HIGH FIVE, Water Smart, Physical Literacy

#### Job Details:

#### OVERVIEW

This temporary, term position is an opportunity for those who have a passion for recreation, love working with the public, and want to make a difference in NWT residents' lives. As a Recreation Program Coordinator, you will have the opportunity to obtain training and mentorship to further your professional goals while working with communities in the North Slave, South Slave, and Dehcho regions of NWT. You will have an exciting time thinking on your feet, coming up with & leading fun and creative activities to increase participation in recreational opportunities and awareness of physical literacy and water safety

#### ROLES AND RESPONSIBILITIES

- Network and build relationships with community organizations, recreation leaders, champions, and volunteers.
- Assist in administering MRA programs to ensure that they are delivered within guidelines and budgets
- Promote water and ice safety and physical literacy through the transfer of knowledge via programs, social media campaigns, and collaborative efforts.
- Increase participation in recreation programs and build capacity in NWT professionals.
- Support and/or lead recreation programming in various communities.
- Be involved with pre-program training and in-services
- Prepare daily and weekly plans and evaluations of activities
- Maintain participants safety; statistics; security and supply of equipment
- Act as a customer service representative of the Mackenzie Recreation Association (MRA) while interacting with partners, participants, and the general public in person or online via email, Facebook, or Instagram.

#### EDUCATION & QUALIFICATION

- Youth (15-30 years old) with a minimum completion of a 1-year university in Recreation, Sport, Education, or Health Science; **OR**
  - Experience with recreation programming and event planning,
  - Experience and comfort with social media, computer software (Office suite, Canva design, google drive, etc.)
- Current standard First Aid and CPR (Level C) or equivalent is required before commencing employment and is the candidate's financial responsibility.
- Lifesaving Society certification: Bronze Cross or National Lifeguard is considered an asset but not mandatory.
- An original Police Information Check, including Vulnerable Sector Check, issued within the past six months will be required before commencing employment. **Please note: this may take up to 3 weeks to process and is the candidate's financial responsibility.**



## KNOWLEDGE, SKILLS & ABILITIES

The candidate must:

have knowledge in the following areas:

- Recreation program administration, management, and delivery
- Microsoft Office, social media, and computer literacy
- Recreation program evaluation
- Event coordination and planning
- Northern cultural activities and traditional sports and games
- Relevant legislation, policies, procedures, and rules
- Northern cultural and political environment

demonstrate the following personal attributes:

- Maintain standards of conduct
- Be respectful
- Be knowledgeable in Indigenous cultural traditions of the NWT.
- Be flexible
- Demonstrate a dedication to the position and the organization
- Demonstrate sound work ethics
- Be consistent and fair

## ADDITIONAL NOTES

- Priority will be given to candidates residing in an MRA community.
- The position includes delivering programs in various communities within the MRA region. An essential aspect of this position is networking and building relationships with multiple contacts in multiple communities.
- Some programs may require evening and weekend work or travel.
- The successful candidate must have a cell phone.
- Hours of Work: maximum of 37.5 hours per week for 16 weeks; flexible times and total hours for youth returning to school.
- Must be willing to attend training depending on experience and current certifications. Training could include HIGH FIVE, physical literacy, leadership, and water safety, such as bronze medallion.
- MRA will compensate for all training and travel necessary for the position.



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