



# ACRA

ARROWSMITH COMMUNITY  
RECREATION ASSOCIATION  
PO BOX 94, COOMBS BC, VOR 1M0

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**Job Title:** Arrowsmith Recreation Coordinator (Part-time independent contractor)

**Commencing:** **January 1<sup>st</sup>, 2021 (Some training time will be required in November and December)**

**Location:** Electoral Area F/ Arrowsmith (Errington, Coombs, Hilliers, Whiskey Creek, Meadowood)

**Wages:** \$24.00 per hour + \$85 per month car allowance

**Hours:** Flexible hours are required with some evening and weekend work. 1300 hours a year.

### **Job Description:**

- Work as a member of the Arrowsmith Recreation Team on contract to the Arrowsmith Community Recreation Association (ACRA).
- Maintain the organization's website, Facebook page and other software programs.
- Create, monitor, and update spreadsheets and word documents as required.
- Design graphics for the publication of brochures, letters, posters and promotion.
- Help to organize community recreation programs and events, including budgeting, hiring and supervising of program facilitators, occasional facilitation of programs, and registration of participants.
- Take photos.
- Help to coordinate and assist with advertising, promotion, and registration for programs.
- Help to research and write grants.
- Help to manage ACRA's Community Lending Cupboard.
- Support and maintain positive communication with team member, non-profit organizations and members, community individuals and groups, participants and volunteers.
- Attend community meetings.
- Perform a variety of miscellaneous duties such as phone calls, correspondence, etc, from a home office.
- Delivery and pick-up of supplies etc. as required for programs and events.

### **Minimum Qualifications:**

- Post secondary education
- Over 19 years of age
- Valid criminal record check (Including vulnerable sector check)
- Valid driver's license with reliable vehicle
- Background in recreation, sports, wellness, education, or closely related field
- Experience organizing and facilitating recreation programs and events for all ages
- Strong organization, social media and computer skills
- Ability to work closely as part of a team
- Out-going personality
- First aid (Or willingness to be trained)

Interviews will be conducted in October. Please send resume, including references, **by September 30th, 2020** to:

**Kim Longmuir**

**Arrowsmith Recreation Coordinator**

**kimlongmuir@telus.net**

**Phone: Home: 250-248-8515 Cell: 250-240-7793**