



Village of Fort Simpson

EMPLOYMENT OPPORTUNITY

RECREATION PROGRAM COORDINATOR

ONE YEAR TERM POSITION

- " This is a one-year term position.

QUALIFICATIONS

- " Diploma/degree in recreation management, health and/or fitness.
- " Coach theory and practice.
- " Events coordination and planning.
- " An understanding of northern cultural activities and traditional sports/activities.
- " Ability to work with the general public in a professional and friendly manner.
- " Must possess strong organizational skills.

DUTIES

- " Develop specific sport, recreation and leisure programs for community members.
- " Deliver sport and recreation programs to ensure that residents have access to quality, diverse programming.
- " Cooperate with staff in the recreation facilities and provide support as and when needed.
- " Administer recreation programming and maintain records/information on activities.
- " Perform other related duties as required.

(A complete job description can be obtained at the Village Office or by email)

SALARY

- " This is a unionized position and is compensated at Range 5 of the Collective Agreement, plus benefits.

CLOSING DATE

- " **Open until filled**

APPLICATIONS/RESUMES

Please quote the position title and send a cover letter and resume to:

Mail: Senior Administrative Officer Village
of Fort Simpson
Box 438

Email: kcorrigan@fortsimpson.com

Fax: (867) 695-2005

In Person: Village Office, 9401-100 Street, Fort Simpson, NT

ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED