



SWAN RIVER FIRST NATION
P.O. Box 270
Kinuso, Alberta T0G 1K0
Phone: (780) 775-3536 Fax: (780) 775-3796



Job Opportunity

Full-Time position of 1 Recreation Coordinator

Position Summary: The Recreation Coordinator is responsible for the implementation of recreational opportunities and community based program and events. The coordinator support individuals, families and groups in identifying, accessing and utilizing relevant resources in the community in order to develop and maintain healthy lifestyles. The coordinator will promote collaboration among community groups and agencies. The coordinator will have an intimate knowledge of existing community needs and will provide guidance in addressing these.

SPECIFIC ACCOUNTABILITIES:

Community Development:

- Plan, develop and implement recreation & cultural based programs and educational & training opportunities in response to identified needs
- Promote collaboration amongst community group and agencies.
- Encourage coordination of recreational and cultural activities among community groups
- Assist in identifying community needs
- Identifying existing community infrastructure where programs can be delivered and act as the liaison with the operators of these facilities

Administration:

- Maintain accurate record of recreation activities and expenses
- Monthly reporting
- Maintain a safe and healthy work environment

Public Relations:

- Promote programs & events to community groups and organizations

Other related duties as assigned.

QUALIFICATIONS/EXPERIENCE:

- o Strong communication and public relations skills
- o Strong organizational and problem solving skills
- o Valid Driver's license and access to a reliable vehicle
- o Clean Criminal records check
- o Clean Child Welfare check
- o First aid
- o Computer skills are an asset

Closing date for application: July 12, 2022 at 4:30. Please hand in your resume to Marcy at the Band Office or fax to 780-775-3796 or email mardshe@gmail.com