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## Position Information

Position: Recreation Coordinator  
Position ID: R-2201  
Supervisor: General Manager  
Hours: Full-time, Permanent  
Wage Range: \$18-\$21/hour (experience dependent)

## Job Summary

The Recreation Coordinator is responsible for developing, organizing, implementing, and evaluating holistic recreation programs for children, youth, adults, and Elders. The Recreation Coordinator is additionally responsible for securing external funding to create sustainable programming and services through various grants and contributions agreements. The Recreation Coordinator maintains confidentiality and security of client and Saik'uz First Nation records and reporting systems in the pursuit of these objectives. As a managerial role, the Recreation Coordinator supervises other recreation staff and prepares a variety of reports detailing activities, statistics, budget variances, and program planning.

## Requirements:

- Diploma in recreation or a relevant health or social science field with recent, relevant experience in community health- or social-related work. An equivalent combination of education, training, and experience will be considered.
- Knowledge of the Saik'uz First Nation community and its values.
- Computer proficiency with internet usage and software applications such as Microsoft Word, Excel, etc.
- A valid BC driver's license and reliable vehicle.

## Qualifications & Skills:

- Experience in:
  - Recreation program development, implementation, and review
  - Writing and managing proposals
  - Working with government and non-government community health programs
  - Areas of health promotion, holistic health, and population health including the broad determinants of health an asset
- Reliable and accountable
- Effective oral and written communicator
- Able to manage and supervise a variety of ages, from children to adults

Please submit your resume with the Position ID in the subject line to [resume@saikuz.com](mailto:resume@saikuz.com) by December 16, 2022.

We thank everyone for their interest; however, only those selected for an interview will be contacted.