



Recreation Coordinator Position

Definition

The Recreation Coordinator will facilitate community based sport, recreation and culture opportunities utilizing the school and other community assets for programming. These programs will be after school, evenings, and weekends and in conjunction with community and school special events. This position is 30 hours per week for the term October 2017 to May 2018.

Supervision/ Accountability

The Direct Supervisor, the Community School Coordinator, ensures provision of direct and day to day supervision of the Recreation Coordinator.

Responsibilities

- Follow the policies and procedures as set out by Creighton School Division.
- Ensure programs developed represent the benefits of sport, culture, and recreation and are based on the needs of the community.
- Coordinate/or provide a variety of community based sport, culture and recreation opportunities for students, their families, and other community members (considering accessibility to age groups, skill levels, gender, etc.).
- Promote and communicate program plans to encourage participation from students, their families, and other community members.
- Coordinate and work with the School Community Council through regular meetings to develop, monitor, and evaluate programming.
- Work cooperatively with community members and organizations to encourage and enable them to design, lead and volunteer with programs.
- Recruit, coordinate, and recognize volunteers.
- Provide opportunities for participatory and or leadership skill development.
- Maintain a regular work schedule and record of hours worked, in concert with employer policies. This must include the provision of programs and events outside of normal school hours and operating year.
- Complete daily records and program statistics including name, description, location, date, participant demographics (age, gender, etc), volunteer statistics, costs, and partners involved.
- Prepare monthly, interim and final reports for Creighton School Division and program funding agencies as required.

Education, Training & Experience

- The minimum qualification for the position is a two year diploma in recreation, leisure studies or equivalent. Candidates without minimum qualifications can be considered depending upon their strength of local knowledge, and support coupled with appropriate experience and skills.
- Experience in sport, culture, and recreation programming.
- Experience working with volunteers.

Knowledge, Skills & Abilities

- program planning skills
- organizational & time management skills
- communication and interpersonal skills
- leadership skills
- budgeting and financial management skills
- able to speak Cree would be a significant asset, understanding of the Community
- able to work independently and with others (team work)
- possess a valid Driver's Licence – Class 5