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## EMPLOYMENT OPPORTUNITY

### Recreation Coordinator

#### Summary:

Lac Seul First Nation is seeking a community-based Coordinator for our Sports & Recreation Program. Reporting to the Director of Youth Services and Community Recreation, the Recreation Coordinator is responsible for the planning, implementation, and evaluation of recreation programs at Lac Seul First Nation. These programs are intended to increase community members' physical and mental health, as well as provide structured opportunities for socialization. The Recreation Coordinator contributes to the betterment and well-being of LSFN members through these programs.

#### Key Responsibilities are (but not limited to):

- Designs, plans, and organizes recreational programs, including spring and summer day camps, and community activities that promote physical health, well-being, and social interaction.
- Ensures LSFN Sports Teams have supplies, equipment, and volunteers to assist with programming.
- Is creative in designing programs; ensuring they are community based and age appropriate.
- Ensures all necessary supplies are on hand for required programming and events while staying within the programming budget.
- Monitors and manages expenditures and budgets for program delivery as provided by the Director.
- Maintains accurate statistics of program attendance in relation to program reporting.
- Refers applicants requiring other health, social or training services to appropriate agencies.
- Utilizes program documentation regarding applicants and participants, files the forms accordingly.
- Surveys attendees and community members for programs which they would find effective and try to incorporate their feedback whenever possible.
- Participates in team meetings to collaborate on grants and funding opportunities.
- Liaise with other Lac Seul First Nation departments and programs for collaboration opportunities.
- Weekly, monthly, and annual reporting as required.
- Other duties as assigned by Director of Youth Services & Community Recreation, and/or designate.

**Qualifications:**

- Minimum Highschool Education, preference given to those with post-secondary education or certifications.
- Minimum of 1 years' experience in Recreational, Child or Youth Programming, or Sporting fields.
- Certification and/or training in Fitness and Physical Health is considered an asset.
- Able to lift, move and transfer up to 50lbs.
- An energetic and positive approach to work.
- Highly organized with the ability to effectively coordinate and organize staff and community programs services and activities.
- Punctual, high degree of attention to detail, and good time-management skills.
- Strong verbal/written communication skills with ability to build strong working relationships.
- Knowledge of Lac Seul First Nations customs & traditions, as well as local dialect of language is considered an asset.
- A valid Ontario Driver's License (G Class), and willingness to travel is essential.
- Excellent written and oral communication and presentation skills.
- Must have a valid Social Insurance Number and legally entitled to work in Canada under relevant legislation

**Location:** Lac Seul First Nation  
**Term:** Full-time position  
**Salary:** **\$28.46/hour** \*based on qualifications and experience.  
**Hours:** 8:30 a.m. – 4:30 p.m., 35hrs/week  
**Closing:** **October 22, 2024, by 4:30 p.m.** \*late applications will not be accepted.

**\*LSFN offers great competitive wages, vacation, additional time off during Christmas Break and March Break, as well as great benefits\***

**As per policy, applicants should note that COVID-19 Vaccination is required for all Lac Seul First Nation staff.**

Please submit a cover letter along with a resume, and written permission for LSFN Human Resources to contact two employment references, (most recent supervisors) must be provided. Applications can be mailed, faxed, emailed, or delivered to:	Lac Seul First Nation Frenchman's Head Band Office Attention: C/o HR Dept. P.O. Box 100 Hudson, ON. P0V 1X0 Fax #: (807) 582-3585 Email: <a href="mailto:resumes@lacseulfn.org">resumes@lacseulfn.org</a>
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*Lac Seul First Nation requires Criminal Reference Checks for those offered positions. We thank all applicants, however, only those being offered an interview will be contacted.*

*Preferential Hiring Policy: Lac Seul First Nation band members will be given priority for hiring, followed by Indigenous persons who are non-LSFN band members. Where there are no suitably qualified Indigenous persons available for a position, the most suitably qualified non-Indigenous candidate will be hired.*