



## Muskoday Community Health Centre Job Posting

### **CULTURAL AND RECREATION COORDINATOR**

The Community Services Coordinator (CSC) will oversee the Recreation department in order to provide youth-oriented sports and recreational activities. The CSC will promote teamwork and a healthy lifestyle, while acting as a positive mentor for all youth involved in the program. Also, will provide creating staff functions, upkeep of our recreational equipment, report any facilities maintenance and repair light maintenance, along with the planning, implementing, evaluating of programs/activities. This is a permanent full-time position.

#### **Reports to:**

Director of Health and Well Being

#### **Competencies**

- Accountability
- Attention to Detail
- Communication
- Cooperation
- Decision making and Judgment.
- Organization
- Professionalism
- Time Management

#### **Duties and Responsibilities:**

- Work in collaboration with the Muskoday First Nation Community School and Saskatoon Tribal Council Recreation Program.
- Knowledgeable with Sask Lotteries Systems, grants, and working with MFN Grant/Proposal Writer.
- Creating the programming and development and then reporting on the outcomes.  
Participating in the programming.
- Working evening and weekends as required.
- Delegating to the department team to carry out the programming.
- Supervision of staffing needs and training.
- Light maintenance of facilities, grounds and equipment used for programs.
- Follow established rules and protocols and reporting any deficiencies to the Director of Health and Well Being.
- Enforcing a healthy and enjoyable environment for all participants
- Must be a positive role model and team reflects the same.

#### **Qualifications**

- Financial Planning with budgets and staying with in the budgets.
- Experience in Sports, Culture and Recreation.
- Supervisory experience.
- Computer knowledge and experience with office programs.
- Knowledge or experience in grant writing.
- Knowledge of small motor and machinery maintenance
- First Aid and CPR Certification would be an asset.
- Clear and current CPIC as a condition of employment.
- Experienced driving a 16-passenger van.
- Experience hauling a variety of pull trailers.
- Class 5 Driver's License (min.) and eligible to be added to the MFN SGI Package policy.
- Experience with the operation of a small tractor would be an asset.
- Safe Driving – A condition of employment, three (3) year driver abstract.

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Culture and Recreation Coordinator Posted on April 12th, 2024

### **Requirements:**

- Participate in the programs.
- Weekend and evening work schedule
- Create staff and program schedule.
- assign tasks to the department team.
- Daily Circle checks of the motorized equipment before operation
- Interpersonal and teamwork skills.
- Ability to multi-task and work with minimum supervision.
- Ability to work under pressure.
- Ability to work with various ages of children.
- Able to partake in additional training when required and requested.
- Travel is required to Prince Albert (and Area) , Saskatoon, and other destinations.
- Ability to stay over night for programs and overseeing volunteers/supervisors/participants.

### **Work Conditions:**

- Outdoor work required, exposure to heat and sun, fall/winter conditions.
- Busy and active youth initiatives, physical activity.
- Inter-department communications and collaboration.
- Tight deadlines must be adaptable.
- Keeping community updated with events and activities.
- Frequent communication with parents and caregivers.
- Weekend and after-hours work will be part of the schedule.
- Driving and transporting of youth to activities.
- Regular reports to be submitted to supervisor.
- Following safety and CPR/First Aid procedures as situations arise.

### **Application Instructions:**

**DEADLINE: April 27th, 2024 @4:30 pm**

**Must submit: Cover Letter, Resume, and 3 professional references to:**  
Ernie Dreaver, Human Resources Officer    email: [resume@muskodayfn.ca](mailto:resume@muskodayfn.ca)  
PO Box 99    Muskoday, SK. S0J 3H0                      Fax: (306) 764-7272