

# JOB POSTING



<b>Title:</b>	<b>Recreation and Culture Coordinator</b>
<b>Office(s):</b>	<b>Social Development Department</b>
<b>Wage Scale:</b>	<b>\$22 per hour to start</b>
<b>Benefits:</b>	As per Band Policy
<b>Reports To:</b>	<b>Director, Community and Social Development</b>

**POTENTIAL START DATE:** February 2023  
**POSITION TYPE:** FULLTIME

### **POSITION SUMMARY:**

The **Recreation and Culture Coordinator** is a connector, facilitator and collaborator who engages with local community partners and departments in the design and delivery of community-based, culturally-relevant recreation and wellness programs for children, youth, families, and Elders.

Reporting to the Director, the **Recreation and Culture Coordinator** - will work closely with the Director to develop programs and complete the necessary monthly reporting requirements. The **Recreation and Culture Coordinator** will work to complete and deliver programs that align with the needs of the community and work plan that will be provided for reference to the successful candidate.

### **DUTIES AND RESPONSIBILITIES:**

- Serve as primary coordinator and communicator for recreation, cultural and wellness programs for community members in the evenings and weekends;
- Develop monthly program plans focused on physical health, wellness, and culture;
- Oversee setup, delivery and take down of programs, ensuring the program location is kept well organized, clean and secure;
- Ensuring the safety of participants at all times.
- Passionate about recreation and able to lead indoor and outdoor activities.
- Identify program goals, monitor and evaluate effectiveness of each program on a regular basis;
- Maintain required records and project reports; and
- Ability to work evenings and weekends as required.

### **QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS**

Experience or education in sport, recreation, community or health sector • Experience delivering programming • Knowledge writing reports and applying for funding opportunities • Experience collaborating with networks and connections among Indigenous communities and sport, physical activity, recreation, health or education organizations. • Valid Driver's License, Class 5. • First Aid Certificate minimum 8 hour course. • original Police Information Check, including Vulnerable Sector Check issued within the past 6 months.

You will have good interpersonal, communication and organization skills. You work effectively within a team environment. • You are enthusiastic, creative a self-starter. Additionally, you **must be in compliance with the Band's Mandatory Vaccination Policy at the time of work scheduling.**

### **APPLICATION PROCEDURE:**

**Please Submit a resume by Monday, February 6 2023**

Mandy Cormier, Director of Community and Social Development  
Cooks Ferry Indian Band  
PO Box 130, 3691 Deer Lane  
Spences Bridge, BC V0K 2L0  
**E-Mail: [socialdevelopment@cookserry.ca](mailto:socialdevelopment@cookserry.ca)**

We thank all applicants for their interest; however, only short-listed candidates will be contacted.