

JOB POSTING

S.A.Y. LANDS OFFICE

www.saylandsoffice.ca

The S.A.Y. Lands Office is committed to managing the lands on behalf of its partner communities in a manner that promotes safety, environmental protection, and sustainability. Our employees enjoy being a part of a positive environment of communities with strong leaders and committed community members.

RECREATION ASSISTANT

12-Month term position

Wage: \$ 18.00/hour

The S.A.Y. Lands Office currently has an opening for a **Recreation Assistant**. This is a **12-month fixed term position** reports to the Community Services Program Manager and works to plan, schedule, and deliver recreational programs which provide Community Members with opportunities to enjoy sports, fitness activities and family-oriented events. This position plans, coordinates and monitors the use of the Gym and Fitness Centre and ensures that recreational equipment and facilities are maintained in accordance with facility use regulations.

Responsibilities include:

- Oversee delivery of recreational and fitness activities for members
- Monitors fitness center to ensure they are used in accordance with the guidelines
- Provide input and recommendations to existing or proposed programs.
- Engage members to promote and encourage interest and participation in program activities.
- Maintain inventory of recreation equipment and supplies.
- Ensure any equipment is kept in good working order; requests maintenance or repairs as required
- Establishes a welcoming, safe environment for all participants

Knowledge, Skills, and Abilities

- Well-developed communication and interpersonal skills and the ability to build trusting relationships with members of all ages.
- Good physical fitness
- Friendly, positive, responsive, respectful, professional, and helpful
- Able to work independently with minimal day-to-day supervision or within a team
- Ability to facilitate group activities
- Basic to intermediate computer skills including MS Office.

Training, Education, Certification, and Experience

- Previous experience delivering recreation programs and services with a First Nation Community is preferred
- Education / certification including Youth Worker Certificate, Recreational Programming considered assets.
- Satisfactory Vulnerable Sector Criminal Record check
- Valid B.C. Class 5 Driver's license

HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to manager@skowkalefn.com, position is open until filled. (*Please include position title in the subject line*)

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of First Nations ancestry and have knowledge of local First Nations traditional customs and practices.