



JOB DESCRIPTION **Recreation Assistant**

Purpose:

The Recreation Assistant will primarily assist the Recreation Activator and will be responsible for delivering recreational activities for all target groups of Mitaanjigamiing.

ACCOUNTABILITY:

The Recreation Assistant is directly accountable to the Recreation Activator and is responsible for the implementation of the duties and responsibilities as outlined in the job description. To abide by the policies and procedures of Mitaanjigamiing First Nation. To attend staff meetings and relevant training and workshops.

DUTIES AND RESPONSIBILITIES:

- Assist in planning community-based recreation programs based on community's needs and interests.
- Assist in enhancing volunteer capacity by actively advertising and recruiting for volunteers to lead and support programs.
- Assist groups in planning programs.
- Assist in developing partnerships with other community organizations.
- Liaise with and respond to all community requests and inquiries with respect to recreation programming.
- Participate in community recreation committee meetings. Assist in agenda preparation, materials and minutes.
- Assist in researching funding sources and recreation opportunities using the internet and other information sources and submit proposals.
- Assist in preparing updates and making recommendations on recreation issues for the First Nation Manager and Recreation Committee as required.
- Other duties as assigned from time to time.

QUALIFICATIONS:

- Secondary School Diploma
- Must have valid drivers license
- Computer literate
- Good communication skills, oral and written
- Demonstrated interest and understanding of Mitaanjigamiing First Nation
- Demonstrated ability to communicate effectively with a broad range of people including community members, government officials, other First Nations and professional resources
- Demonstrated understanding of First Nation's culture and values
- Experience working with aboriginal organizations or First Nation an asset
- Ability to work as an effective team member
- Ability to travel and attend training relevant to the position

TERMS AND CONDITIONS:

- Must provide a vulnerable sector screening that is satisfactory to Mitaanjigamiing First Nation.
- Must sign an Oath of Confidentiality, Declaration of Understanding, Conflict of Interest and Code of Conduct.
- Work evenings and weekends in order to meet the needs and times of all community members.
- 32-week full-time contract position.