



Cowessess First Nation #73

P.O. Box 100 Cowessess, SK S0G 5L0
(p) 306-696-2520 | (f) 306-696-2767

Employment Opportunity

POSITION: RECREATION COORDINATOR II

CLASSIFICATION: Full time

WAGE: \$18.00 + Experience and Education

DEPARTMENT: Sports and Recreation

JOB SUMMARY:

This position is under the direct supervision of the Sports and Recreation Director.

The primary role of this position is to administer, coordinate, supervise and deliver the programs, activities, and projects for our Youth within our Community. This position will also work closely with the Urban Youth Services to assist with coordinating all activities that pertain to the Cowessess Youth and Athletes. This position will also work alongside the Recreation Coordinator I to ensure planning, scheduling, report, and all other duties are completed for the Director and Youth of Cowessess First Nation.

QUALIFICATIONS:

- ✓ Knowledge in schedule and event planning
- ✓ Ability to assist with proposal and report writing.
- ✓ Excellent time management and organization skills
- ✓ Must be willing to participate in training programs as necessary.
- ✓ Create and maintain program records and reports.
- ✓ Willing to travel as required.
- ✓ Must have the ability to work with minimal to no supervision and be part of a team.
- ✓ Must be willing to work flexible hours as programs, activities and Projects requires.
- ✓ Must have exceptional verbal and oral communication skills.
- ✓ Ability to multitask and work under pressure.
- ✓ Must have the ability to motivate, encourage and empower and relate to our youth
- ✓ Must have a minimum of Grade 12 education.
- ✓ Experience in participating and running youth programs is beneficial but not required.
- ✓ Must have an unrestricted Class 5 driver's license.
- ✓ Must have First Aid, CPR and safe food handling or willing to obtain
- ✓ Must be willing to submit a CPIC with a vulnerable sector check.

ADDITIONAL INFORMATION:

Complete applications should consist of:

1. Cover Letter & Resume
2. Three (3) references

Deadline to Apply: November 9, 2023

Please send applications to:

Human.resources@cowessessfn.com

We thank all applicants however, only those short listed for interviews will be contacted