



## THE ANISHINAABEG OF NAONGASHIING

### Invites applications for a “*Term Position*” RECREATION DIRECTOR

#### **Summary of Duties**

The Recreation Director is responsible for the management of all recreation facilities in order to provide safe opportunities for sports and recreation to take place, and promote a healthy lifestyle for all community members.

Also HBHC (Healthy Babies Healthy Children) is a part of the programming in this position; with the focus of the program being prevention and early intervention strategies, providing services for families with children from prenatal to six years of age. Also to coordinate family-based activities, including but not limited to: parenting classes, community kitchen, play groups, etc.

#### **Reporting Relationship**

The Recreation Director reports directly to the First Nation Band Manager.

#### **Requirements:**

##### **Mandatory**

- Grade 12 Diploma or equivalent
- Excellent verbal and written communication skills, including the ability to prepare reports and write proposals
- Demonstrated ability to manage time and priorities and work in a multi-tasked environment
- Excellent events coordinating and planning skills
- Knowledge of recreation, sport and leisure programs
- Effective interpersonal skills including ability to work in a team environment
- Computer skills, including the ability to operate spreadsheets and word processing programs at highly proficient level

##### **Desired**

- Early Childhood Education
- Certificate in Recreation, Group Fitness, or Physical Education
- Ability to speak the Ojibway language and knowledge of cultures and traditions

The First Nation offers a full benefit package and the salary level will be based on education and experience.

Full job description is available on request.

**Applications must include:**

- A resume
- Cover letter which is signed and dated
- Names of three current references and their contact information

**Applications without the above documentation will be considered incomplete.**

Applications should be forwarded to:

Georgina Maxfield  
First Nation Band Manager  
Anishinaabeg of Naongashiing  
P O Box 335, Morson, Ontario POW 1J0  
Phone 807-488-5602 Fax 807-488-5756  
Email: [fnmanager@naongashiing.ca](mailto:fnmanager@naongashiing.ca)

**APPLICATIONS WILL BE RECEIVED UNTIL 12 NOON CST DECEMBER 20<sup>th</sup>, 2018.**

**- Late applications will be returned unopened.**