



**Job Opportunity  
RECREATION COORDINATOR  
July 19, 2010 – October 31, 2010**

**DUTIES AND RESPONSIBILITIES**

- Plan, organize, lead and coordinate recreation and leisure programs that support social, emotional, and physical activities
- Regularly evaluate the effectiveness of programs and identify areas where new programs are needed
- Record and submit program attendance, registration, monthly calendars and other reports as required
- Provide leadership, training opportunities and volunteer recognition
- Ensure recreational equipment are in a sound, safe working order to ensure user safety
- Liaison with neighboring communities to create recreation leagues
- Take the membership on scheduled field trips to cultural and recreational events

**QUALIFICATIONS**

- Maintain professional conduct within the community, portraying high personal standards and role modeling, reflective of the nature of the BFI Program
- Excellent verbal communication skills and problem solving particularly with children and youth
- Strong organizational with time management skills and available to work on weekends, and the occasional Statutory Holiday
- Highly motivated, positive attitude and ability to work well in a team
- Valid BC Class 5 unrestricted Drivers License & access to own vehicle; a willingness to acquire a Valid BC Class 4 unrestricted Drivers License
- Knowledge of sports and leisure activities
- Satisfactory completion of Criminal Record check
- Supervisory skills/experience an asset and sound understanding of MS Publisher
- Knowledge and experience in aspects of community development, Gitxsan social systems, cultural / traditional values and community health issues

**SUBMIT RESUME AND 2 REFERENCE LETTERS TO:**

Gitanmaax Band – Personnel Committee

RE: Recreation Coordinator Position

PO Box 440 Hazelton, BC V0J 1Y0

Incomplete packages will not be reviewed. Only those applicants selected for an interview will be contacted.

**DEADLINE FOR APPLICATIONS: Wednesday, July 14, 2010 12:00 pm**