



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

## INTERNAL-EXTERNAL JOB POSTING

|                        |                                          |                      |              |
|------------------------|------------------------------------------|----------------------|--------------|
| <b>Job Title:</b>      | Recreation Assistant (part time)         | <b>Posting #:</b>    | 41-2021      |
| <b>Department:</b>     | Health and Community Services            | <b>Level:</b>        | G1-L1-C1     |
| <b>Location:</b>       | On Reserve                               | <b>FTE:</b>          | 0.50         |
| <b>Supervisor:</b>     | Recreation Programs Coordinator          | <b>Hourly Rate:</b>  | \$16.65      |
| <b>Key Areas:</b>      | Human Caring, Safety, Program Activities | <b>First Posted:</b> | 14-09-2021   |
| <b>Effective Date:</b> |                                          | <b>Closes:</b>       | When filled. |

### SUMMARY / SCOPE

***This work is permanent part time and the successful candidate must be able to work afternoon, evening and weekend schedules, and must be available between 2:30 p.m. – 5:30 p.m. Monday to Friday for afternoon after school programming; a Responsible Adult certificate is an asset.***

Under the direction and supervision of the Recreation Programs Coordinator, the Recreation Assistant is responsible for assisting in the implementation of after school programs and recreation activities, and will maintain and model positive behavior and complete assigned tasks in a timely manner; activities will promote physical health, personal development and cultural enrichment and will encourage the participants’ active participation and ownership in programs. Other important factors include the development of an awareness and knowledge of reference persons and materials to assist in addressing after school care, and program/service development, as well as addressing problems, challenges and issues; references will include written policies, procedures and guidelines, as well as schedules, day logs and check lists, and equipment manuals and reference handbooks. Other related duties as required.

### Candidate Profile:

The Recreation Assistant has a good level of energy and physical fitness to perform the work, and has good interpersonal skills including good listening skills to gather information and to ask questions in order to carry out assigned tasks and to provide routine information to other employees, and recreation participants. The Recreation Assistant has good written and verbal communication skills and communicates with the supervisor and other employees to obtain information, supplies, tools, equipment and/or advice or help to solve problems or issues, and has periodic contact with external agencies and service providers and the general public.

### COMPETENCIES

- Safety/Hazard Assessment
- Planning Activities
- Physical Activity
- Listening
- Follow Instructions
- Responsible Adult
- Communication
- Operate Vehicle
- Information seeking



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### MINIMUM QUALIFICATIONS

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- Mature individual with a minimum grade 12 high school diploma, supplemented with a Responsible Adult certification.
- Desire to work with children and adults, and to learn about and work for recreation programs, including after school programs and cultural components of recreation.
- Able to work independently or as part of a team and maintain agreeable relationships with public/staff
- Physically fit and able to work days, evenings and weekends, including outdoors.
- Able to complete duties in a safe manner, following established safety rules, policies and procedures.
- Good organizational, time management and prioritizing skills.
- Good communication and writing/documentation skills.
- Good interpersonal skills and ability to interact well with employees and the public.
- Organized and able to handle competing priorities and meet deadlines.
- Computer literacy, including effective working skills with Microsoft Office and Outlook and internet, and email.
- Satisfactory completion of a vulnerable sector report.
- Valid Class 5 BC Driver's License.
- Satisfactory driver's abstract/factor report.

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### DESIRED QUALIFICATIONS

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The following are considered assets:

- Standard First Aid with CPR, or willingness to obtain training
- Food Safe certificate, or willingness to obtain training
- WHMIS certificate, or willingness to obtain training
- Previous experience working for or a First Nation's community, or a relational understanding of after school programs.
- Google™ drive, calendar, forms and other Google™ products.
- Ability to speak Dene and/or Cree.

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### WORK CONDITIONS

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- At times may be required to lift boxes or equipment in accordance with work safe regulations
- Manual dexterity required to operate computer and peripherals
- Will be required to work in and out of office.
- Will be required to work outdoors in summer conditions
- Will be required to wear PPE
- May be subjected to inclement weather.



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- May be exposed to hazards associated with working with equipment required for recreation sports activities.
- Overtime as required.

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### **APPLICATION INSTRUCTIONS**

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**Closes:** Open until filled. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. \*Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

**Human Resources, Recruitment**  
Fort Nelson First Nation  
R.R. #1, Mile 295, Alaska Highway  
Fort Nelson, B.C. V0C 1R0  
E-mail: [recruitment@fnnation.ca](mailto:recruitment@fnnation.ca)

**We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a reply.**

\* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.