



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

JOB POSTING

Job Title:	Recreation Assistant (part-time)	Posting #:	08-2023
Department:	Health & Community Services	Level:	Grade One
Location:	On Reserve	FTE:	0.50
Supervisor:	Recreation Programs Planner	Starting Rate:	\$17.32 /hr.
Key Areas:	Child Safety, After School Program, General Rec. Programs Assistance	First Posted:	2023-03-08
		Closes:	When Filled

Job Scope

Under the direction and supervision of the Recreation Programs Planner, 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 the general public

Minimum Requirements

- Mature individual with Responsible Adult certificate, and able to read and write standard words.
- Good communication skills; ability to listen to understand and ask questions for clarification.
- Good interpersonal skills and ability to interact well with other workers and the public.
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccinations.
- Satisfactory completion of a police information check (vulnerable sector).
- Ability to provide own transportation to and from work.

Additional Information

The following training/certificates and additional assets are preferred, but the Employer may provide training to a successful candidate:

- Class 5 Driver's License & Satisfactory Abstract
- Responsible Adult Certificate
- First Aid with Child CPR
- WHMIS, OHS, Food Safe Level 1

Work Conditions

This work is permanent part time. Recreation programs typically take place after school, during evenings, and on weekends. The regular work schedule is Monday to Friday, 3 hours each afternoon starting at 2:30 p.m.; later start times may be arranged - 15 hours per week, year round. Extra-regular hours are scheduled when evening and weekend programs are running.

Application Instructions

Closes: When filled. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge; rate posted is starting rate for entry level worker with no previous skills. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants clearly demonstrating meeting all of the requested minimum requirements 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.