



# Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

## INTERNAL/EXTERNAL POSTING

<b>Job Title:</b>	Recreation Program Planner	<b>Posting #:</b>	10-2024
<b>Department:</b>	Child & Family Development	<b>Grade:</b>	3
<b>Location:</b>	On Reserve	<b>FTE:</b>	1.0
<b>Supervisor:</b>	Director, Child & Family Development	<b>Hourly Rate:</b>	\$25.15-\$27.40
<b>Key Duties:</b>	Programs, Proposals, Reporting, Public Relations, Public Contact, Purchasing, Operate Vehicles	<b>First Posted:</b>	2024-03-18
<b>Effective Date:</b>	Immediate, full time permanent	<b>Closes:</b>	2024-03-31

### Job Scope

Reporting to the Director, Child and Family Development, the Recreation Program Planner is responsible for taking an active role in the administration and safe delivery of Fort Nelson First Nation's (FNFN) recreation programs for children, youth and their families. Regular programs include After School Care Program, Spring Camp Program, Summer Fun Program, as well as planning and executing a variety of regular sports and recreational social activities and field trips for a variety of ages to meet the community's needs for physical and social engagement.

The employee, through positive engagement, will support FNFN's priorities in *Reaching for Our Vision*, respecting culture and community. Working closely with other Child and Family Development staff, and at times collaborating with staff in other departments, this employee will engage with any community member as required for the delivery of services. The Recreation Program Planner will support department goals and ensure the smooth flow and delivery of programs and services by planning, organizing, and implementing recreational events and activities, ensuring effective promotion of activities to maximize participation.

Additional job activities include: securing and setting up venues, securing talent, service providers, and workers, and liaising with people and scheduling events and activities. A key element of success for this employee is the development of an awareness and understanding of Indigenous recreation programs and services that our department makes accessible to our community members. This employee is also responsible for overseeing recreations assistants and other workers, and for ensuring the communication of information to community members about programs, overseeing and ensuring registration and waiver forms are in place, that assets are actively managed, monitored and maintained. Other related duties.

### Candidate Profile

The Recreation Program Planner is professional, ethical, responsible, and ensures the protection of confidential client information at all times. The ideal candidate has an understanding of adhering to governing legislation, and employer policies and procedures that govern this work. This individual understands the importance of forming positive and supportive relationships and is comfortable communicating with internal and external stakeholders. Communications vary and will include: to interview potential workers and service providers, to obtain funding information, client information, supplier information, venues, supplies, tools, equipment and/or advice or help to solve problems or issues. This individual may be required to have contact with our occupational health and safety committee members and members of the general public.



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## Preferred Qualifications

### Experience:

- Two to three (2-3) years' experience in an administrative role within a program administration context
- Experience working with privacy protected information and attention to confidentiality
- Experience developing and leading activity centered community programs and services for all ages
- Experience with budget tracking, filing systems, record keeping and report writing

### Knowledge:

- Mature individual with a minimum grade 12 high school diploma; supplemented by completion of post-secondary administration training, or equivalent related experience in programs administration and/or assisting with program planning

### Skills:

- Good documentation skills.
- Good interpersonal skills and ability to interact well with employees and the public.
- Good organizational skills and able to handle competing priorities and meet deadlines; will benefit from a high degree of resourcefulness, flexibility, and adaptability
- Excellent communication skills (written and oral).
- Proficient computer skills such as MS Office Suite and/or Google™ Workspace products.

### Abilities:

- Ability to listen to understand and ask questions for clarification.

### Other:

- Minimum 19 years of age.
- No barriers to working with any member of the community and their family representative(s)
- Excellent telephone etiquette.
- Able to work a flexible schedule that may include mornings/afternoons/evenings/weekends to meet program planning and implementation needs.
- Physical fitness to perform the work and ability to work indoors and outdoors in a variety of weather
- Compliance with BC Immunization program, TB Screening, and FNFN's COVID-19 vaccination policy.
- Criminal Records Review Program – Vulnerable Sector, renewable every 5 years (or ability to obtain)
- Ability to provide own transportation to work.
- Valid Class 5 BC Driver's License and Drivers Abstract.

### Optional:

- Other certificates: First Aid with CPR/BLS, Food Safe Level 1, WHMIS.
- Ability to speak Dene and/or Cree.
- Interest and desire to work with all ages of community members in the context of recreation service.
- Previous First Nation experience
- Responsible Adult Training
- Demonstrated successful grant-writing experience
- Previous project and events planning and coordination experience.
- Previous office assistance experience.



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- Good facilitation skills.
- Previous experience working within First Nations organizations.

### Work Conditions

Recreation programs typically take place after school, during evenings, and on weekends. The regular work schedule is Monday to Friday 9am to 5pm or 11am to 7pm. Flexible schedules such as earlier or later start times, and weekends may be required to support programs and services. Driving/travel is a requirement of the job. Will be required to work in and out of the office and will be required to work outdoors. Interacts with residents, family members, staff, visitors, and personnel. Overtime as approved by the supervisor(s).

### Compensation

**Remuneration:** Competitive hourly wage, 35-hour standard work week, comprehensive benefits (health/dental, insurances, weekly indemnities), pension, and 3 weeks vacation. Rate offered to the successful applicant is pending certification(s), experience, knowledge, skills, abilities and other attributes.

**Lifestyle:** This unique work opportunity offers a life experience in one of the most beautiful and affordable places to live in Canada. Fort Nelson is a regional municipality with year-round indoor and outdoor recreation and cultural activities. Explore the 'Serengeti of the North' in our super natural Northern Rockies, British Columbia!

### Application Instructions

**Closes:** March 31, 2024 at 11:59 p.m. **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: [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 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.