



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL-EXTERNAL JOB POSTING

Job Title:	Recreation Programs Planner	Posting #:	44-2022
Department:	Health & Community Services	Level:	G3-L2-C3
Location:	Office + Multiple Sites Served	FTE:	1.0
Supervisor:	Community Health Services Coordinator	Hourly Rate:	\$24.68
Key Areas:	Programs, Proposals, Reporting, Public Relations, Public Contact, Purchasing, operate vehicles	First Posted:	2022-09-09
Effective Date:	September 2022	Closes:	2022-09-22

SUMMARY / SCOPE

Reporting to the Community Health Services Coordinator, the Recreation Programs 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 adults; 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 their positive engagement with others and their job activities will support FNFN’s health services and health values, respecting our culture and community. Working closely with other Health department staff, and at times collaborating with staff in other departments, this employee will engage with any community member as required for the delivery of the assigned services. The Recreation Programs Planner will support department goals by planning, organizing, and implementing recreational events and activities, ensuring effective promotion of the same to maximize participation. This employee will ensure the smooth flow and delivery of programs and services and related events and activities. Additional job activities include: securing and setting up venues, securing talent, service providers, and workers, and liaising with people and scheduling events and activities, meeting deadlines, handling multiple tasks simultaneously and prioritizing a busy workload. 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. This work takes place in community, and travel and ability to accommodate a flexible schedule is a requirement. Other related duties.

Candidate Profile:

The Recreation Programs Planner is a professional, ethical, and responsible individual who ensures the protection and confidentiality of privacy protected health information for clients. The employee adheres to governing legislation, and employer policies and procedures, and works with other staff to form a positive and supportive team work environment. This individual has demonstrated experience in program administration and planning. This individual 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 others. Through previous work experience, this individual has demonstrated good organization and time management skills, and excellent written and verbal communication skills. This individual communicates with the supervisor, co-workers, funders, various stakeholders, and any community member accessing assigned programs and services. 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.

YOUR ‘KNOW HOW’ INCLUDES

- Ethics & Integrity
- Confidentiality
- Planning/Coordinating
- Collaboration
- Program & Budget Administration
- Customer Service
- Organization/Time Management
- Research & Reporting
- Relationship Building
- Communication
- Operate Vehicle
- Responsible and Reliable



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MINIMUM QUALIFICATIONS

- 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
- Minimum 19 years of age
- 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
- Good documentation skills (includes business documentation).
- 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); ability to listen to understand and ask questions for clarification
- Strong computer skills and able to use MS Office Suite applications and web-based conferencing platforms (Zoom, MS Teams, etc.).
- 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 COVID-19 vaccinations.
- Criminal Records Review Program – Vulnerable Sector, renewable every 5 years (or ability to obtain)
- Valid BC Driver's License and factor report

ASSETS

- Interest and desire to work with all ages of community members in the context of health-related service.
- Previous First Nation experience and an awareness and understanding of First Nations health issues.
- Demonstrated successful grant-writing experience
- Previous project and events planning and coordination experience.
- Previous office assistance experience.
- Good facilitation skills.
- Previous experience working within First Nations organizations.
- Other certificates: WHMIS, First Aid with CPR /BLS, Food Safe
- Ability to communicate in Dene and/or Cree.

APPLICATION INSTRUCTIONS

Internal Closes: September 22, 2022 at 4:30 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@fnation.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 response.

* 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.