



Incorporated Hamlet of Tulita

PO Box 91
Tulita, NT X0E0K0
Phone: 867 588-4471
Fax: 867 588-4908
Email: sao@hamleoftulita.ca

JOB OPENING: RECREATION COORDINATOR

The Hamlet of Tulita is accepting applications for the position of Recreation Coordinator. Reporting directly to the Senior Administrative Officer, this position is responsible for coordinating the effective and efficient delivery of recreation program services.

Duties Required:

- Implementing new and existing recreation programs including but not limited to sporting programs, on the land programs, arts and crafts, elders in motion, summer day camps and other recreational programming.
- Act as a recreation resource for community groups and the public
- Develop funding proposals, execute proposals, and accurately report on them.
- Create program advertisements for social media, radio, and the community boards.
- Ability to plan, execute and organize community events within the specified budget.
- Be a positive role model for the community, especially the youth.
- Ability to plan, supervise, develop, implement, and evaluate recreational programs.
- Budget development and management
- Excellent word processing, graphics software and internet browsers.
- Experience in conflict management, mediation and problem solving.
- Produce and present monthly reports to Mayor and Council
- Strong interpersonal skills and the ability to manage stress effectively.
- Excellent communication skills, both oral and written.
- Ability to demonstrate tact, diplomacy, and good judgment.
- Strong decision making and problem-solving skills.
- Exceptional organizational and time management skills.
- Establish and maintain professional working relationships with all stakeholders.
- Desire and ability to provide strong leadership and motivate people.
- Willingness to work flexible hours.
- Ability to maintain confidentiality.
- All other duties as required.

Qualifications:

The Recreation Coordinator would normally attain the required knowledge, skills, and attitudes through completion of a degree or Diploma in Recreation Management and/or completion of the Recreation Facility Operators Program with related recreation programming experience. Equivalencies will be considered.

Must have or be willing to obtain:

- Clean Criminal Record and Vulnerable Sector Check
- Valid Class 5 Drivers License
- Standard First Aid and Level C CPR
- Various Facility Operator Courses
- WSCC Supervisory Course

This is a permanent full-time position, working 40 hours per week. The Recreation Coordinators hours vary based on community needs for programming and events. The successful candidate must be willing to work evenings and weekends.

Salary will be commensurate with the successful applicant's qualifications and experience. The Hamlet offers an excellent benefit package and positive working environment.

Please submit a resume and cover letter to Karen Horassi, Hamlet of Tulita's Employment Officer at employmentofficer@hamleoftulita.ca by June 14, 2023, at 3:00 p.m.

We would like to thank all individuals who take the time to apply, however, only those that will be interviewed will be contacted.