



MAKE A DIFFERENCE!

Start your new career with the Iqaluit Recreation Department

Employment Opportunity
Recreation Department

Recreation Program

Co-ordinator

Job Description:

The City of Iqaluit's Recreation Department is looking for a Recreation Program Coordinator to lead the implementation of City of Iqaluit operated recreation programs. This position specializes in developing, coordinating, promoting and implementing a wide variety of recreational programs, activities, and services. He/she will coordinate camps programs, minor soccer programs, elders programs and other recreation and leisure programs for families, children, adults and elders. The Recreation Program Coordinator acts as a liaison with community organizations and provides support to community sport and recreation groups and will coordinator various Recreation Department special events. The incumbent will assist in budget preparations and write funding and grant applications to access funding for various recreation programs and special projects.



Position: Recreation Program Coordinator

Competition # 2017-REC-PC-1017

Primary Location: Arctic Winter Games Arena

Compensation: \$64,352.79 per annum
Plus a settlement allowance of \$20,907.43 per annum as well as an excellent benefits package

Schedule: Permanent, 35 hours per week, flexible hours. Works on various holidays.

Placement date: November 2017

Required Qualifications:

- Degree or diploma from an accredited University or College in Recreation and Leisure Studies or a similar program
- A minimum of three year experience leading a team in a supervisory role
- A minimum of three years experience leading recreational programs (i.e.. children's' camps, Seniors/Elders programs, sport programs, cultural activities)
- Experience organizing large events
- Current First Aid and CPR Certification

Preferred Education, Skills and Knowledge:

- Excellent verbal and written communication skills are required
- Knowledge maintaining filing systems and financial record keeping as applied to recreation programs.
- Experience working in a northern environment and an understanding of the Inuit culture.



Preferred Education, Skills and Knowledge continued:

- Excellent administrative, organizational skills, communication, interpersonal and computer skills are essential.
- High Five (PHCD) certification
- Experience developing communications for programs
- A current first aid and CPR certification
- A class five driver's license are required.
- NCCP coaching certification and "High Five" certification is considered an asset as is the ability to communicate in Inuktitut.

Due to the nature of this position, the successful candidate must submit a clear criminal reference check with the vulnerable sector and evidence of a clear TB test at the time of application.

Closing Date: 4:00P.M. EST on October 19, 2017

Application Process:

Please submit your resume and copies of qualifications by email or in person to:

Human Resources

P.O. Box 460

Iqaluit, Nunavut X0A 0H0

Fax: (867) 979-5210

hr@city.iqaluit.nu.ca

Reference # 2017-REC-PC-1017

We will only contact those who are invited for an interview.

The City of Iqaluit may apply their priority hiring policy for internal applicants.

As per Article 23 of the Nunavut Land Claims Agreement, priority will be given to Nunavut Land Claims Beneficiaries who meet the criteria.