



EMPLOYMENT OPPORTUNITY

Sports & Recreation Director

POSITION DESCRIPTION:

The Sports & Recreation Director is responsible for planning, organizing, coordinating, directing and integrating sports and recreation plans, projects and activities. The position performs a variety of administrative, technical and professional work in preparation and implementation of these strategies. This full-time position will manage and assist all sports and recreation events and activities in the community, monitor the care and maintenance of any equipment and monitor the Youth Centre facility in the community. The Sports & Recreation Director is responsible for providing clean and safe opportunities for sport and recreation and promoting a healthy lifestyle for all community residents. The position reports to the Director of Operations.

KEY RESPONSIBILITIES:

- Ensure Youth Centre facility are maintained in order to ensure a safe, clean and appropriate environment for sports and recreation activities.
- Plan and implement sports & recreation programs, activities and events to ensure that community members have access
- Ensure safe transportation is available for participants
- Plan and support athletes to participate in the Summer/Winter Games and related events
- Administer sports & recreation programs to ensure that programs are delivered within guidelines and budgets
- Promote recreation and sport programs in order to ensure that residents are aware of available opportunities and activities
- Search & draft proposals to support the Sports & Recreation program from various sources.
- Participate in Managers meetings and regularly update the Portfolio Councillor
- Supervise Youth Coordinator at the TCFN Youth Centre
- Work in a collaborative manner with the Wellness Centre staff.
- Perform other related duties as required

MINIMUM REQUIREMENTS:

- Graduation from a four-year college or university in Kinesiology (Exercise and Sports Studies) or a related field; or any equivalent combination or experience and training.
- 2 year certification from a recognized post-secondary institution
- Ability to communicate effectively to groups, individuals, supervisors and the general public.
- Skill in the operation of necessary equipment and computers and Microsoft programs
- Ability to be a team player, and demonstrate professional work ethic
- Satisfactory Criminals Records Check due prior to work start
- Valid class 5 Drivers License and drivers abstract.

CLOSING DATE: Will remain open until filled.

HOW TO APPLY: Submit cover letter, resume and references to: jobs@thunderchild.ca