



**Employment Opportunity**  
***DIRECTOR OF RECREATION PROGRAMS***

The Hamlet of Ulukhaktok has a position available for the position of Director of Recreation Programs. The Hamlet is looking for a highly motivated individual who will take on the responsibilities of developing, co-ordinating, administering, promoting and evaluating recreational programs which will provide quality leisure, sport and cultural services to the residents of Ulukhaktok. This individual will be expected to work closely with the Council for the Hamlet of Ulukhaktok and the staff of the recreation department to provide programs to meet the physical, mental, cultural and spiritual wellbeing of the residents of our community.

Duties may include:

- Recruiting, training and supervising staff
- Developing and implementing a staff reporting system
- Participating in regular senior management meetings
- Provide support and provide access for professional development of staff and self to keep current with trends and requirements.
- Co-ordinating special community events
- Co-ordinating an active community relations campaign
- Ensure the preparation of a workable and current Joint Use Agreement with the school for accessing and using facilities
- Maintain an accurate inventory of equipment and supplies in conjunction with facility and program staff
- Assist with the preparation of grant and subsidy acquisitions. Research potential fundraising sources and fundraising ideas.
- Perform administrative duties which pertain to recreation programming
- Assist with the preparation of annual budget and capital plan
- Assist the youth and elders with developing and implementing programs
- Assist in planning recreation development. Advertise and promote recreation plans and support/carry out their implementation
- Assist community members and organizations to develop appropriate activities and programs
- Implement, in consultation with community organizations and members, new programs and activities to expand existing recreation services
- Develop schedules that provide access to facilities for all community groups

- Administer daily operation and ensure recreational facilities and equipment are in good working order
- Promote voluntarism. Co-ordinate and manage an active volunteer recruitment campaign
- Develop and assist community recreation and sport associations

The incumbent will be a member of the senior management team with the Hamlet of Ulukhaktok. A complete job description and a summary of recreation facilities available within the Hamlet will be provided upon request. Salary and benefits are currently under review.

**Open until filled**

Resumes can be forwarded to:

Hamlet of Ulukhaktok  
P.O. Box 157  
N.W.T. X0E 0S0  
Phone: (867) 396-8000  
Fax: (867) 396-8001  
Email: [adminassistant@ulukhaktok.ca](mailto:adminassistant@ulukhaktok.ca)