

EMPLOYMENT OPPORTUNITY

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Fort Liard, Northwest Territories



Community Recreation & On-the-Land Coordinator

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JOB DESCRIPTION & POSTING

BACKGROUND

Acho Dene Koe First Nation, a signatory to Treaty 11, represents descendants of the Dene of the Dehcho. Our main community is the Hamlet of Fort Liard; however, our membership resides throughout Canada. Our Band has a membership population of approximately 700 with approximately 20% of those living beyond our traditional territory.

POSITION SUMMARY

Reporting to and under the supervision provided by the Band's Advisor & Acting Band Manager, Acho Dene Koe First Nation is seeking applications from persons with interests in the position of **Community Recreation & On-the-Land Coordinator**.

The **Community Recreation & On-the-Land Coordinator** is responsible to supply cultural education, artistic, recreational, and entertainment opportunities to the members of Acho Dene Koe First Nation. In doing so, to promote healthy wellness, and healthy development for the members of Acho Dene First Nation.

Activities that are targeted at meeting the needs, interests, and aspirations of the members of Acho Dene Koe First Nation and will give everyone the opportunity to have fun, socialize, promote physical activity and participate in cultural activities as it is recognized that those who take part in culture, arts, recreation, or entertainment activities are most likely to promote a healthy community.

Ultimately, the **Community Recreation & On-the-Land Coordinator** exists to help build capacity for Acho Dene Koe First Nation with the intent to increase access to, and participation, in sport, culture and recreation – ultimately contributing to increased quality of life and grassroots development. This is achieved by actively working with other delivery partners to ease relations, build capacity and increase access to sport, culture, traditional practices, and recreation programming.

CORE DUTIES AND RESPONSIBILITIES

- Organizing sport, culture and recreation activities in the community including cultural camps, arts, crafts, music, drumming, social recreation, hobbies, movie nights, taking into account the needs and interest of children, youth, adults, and elders.
- Responsible for contributing to the development and deliver on the Community Wellness Plan for Fort Liard. As such, for implement a range of strategies flowing from community needs. As part of, has the responsibility to assess the current recreation activities within the community and makes recommendations.
- Work hand-in-hand with the Recreation Coordinator for the Hamlet of Fort Liard to expand the delivery of programs by addressing mental, emotional and spiritual needs of the peoples of the community.
- Participates in networking, training, and workshops to enhance/improve knowledge, skills and attitudes.
- Be involved in budgeting.
- Follow policies and procedures of the First Nation.
- Responsible for developing and delivering a monthly calendar of events and promoting those opportunities.
- Facilitates activities, training athletes, coach sports, and travel with the team and attend cultural events.
- Plans and hosts healing camps including procuring camp materials and supplies, coordinates the logistic of transporting to the camp location. Ensures that cultural activities and learning are at the core of camp programming including harvesting, preservation of language, storytelling, traditional medicine, crafts, and biodiversity.
- Plans community events including drum dances, traditional games, and feasts.
- Provides oversight of the Gathering place and the activities and staff associated with.

PROFESSIONAL CERTIFICATION, EDUCATION AND EXPERIENCE:

- Preference would be minimum of Grade 12 with a background in events planning, recreation, or related field with a combination of relative experience and post-secondary education.
- Strong leadership and communication skills (oral and written)
- Willing and able to travel out of town and on overnights.
- Understanding and speaking the Traditional language is an asset
- Class 5 Drivers License
- Proficient in Microsoft Office Suite (Outlook, Word, Excel)

The successful candidate must be willing to work irregular hours; after school, evenings, weekends, and holidays. Must send a current Child Welfare Clearance Check.

SALARY AND BENEFITS

The successful candidate will find a salary that ranges from \$48,600 to \$65,000 with placement on the salary grid dependent on education and experiences. The position comes with full benefits including medical, dental, extended health and if required housing may be available through the First Nation's economic development corporation.

Qualified applicants are invited to submit their resume along with a covering letter to Boyd Clark, Advisor/Acting Band Manager via email to: administration@adkfirstnation.ca

This opportunity and is open for receipt of applications until **Friday, September 16, 2022 (Noon)**. We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.