



## JEAN MARIE RIVER FIRST NATION

GENERAL DELIVERY  
JEAN MARIE RIVER, NT  
XOE ONO

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Jean Marie River First Nation is currently accepting applications to fill the position of Recreation Coordinator. This is a one-year term position-subject to funding. Under the authority and guidance of the Senior Administrative Officer, the Recreation Coordinator will manage all recreation facilities and assist with sports, recreation and leisure programs in the community. The Recreation Coordinator will monitor the care and maintenance of any equipment and facilities in the community.

### Knowledge

- Management and operation of recreation facilities and equipment
- Recreation, sports and leisure program administration, management and delivery
- Recreation, sport and leisure program evaluation
- Volunteer training, development and recognition
- Events coordination and planning
- Northern cultural activities and traditional sports and games
- An understanding of relevant legislation, policies, procedures and rules
- An understanding of the northern culture and political environment
- Knowledge of emergency procedures, First Aid and CPR

### Skills

- The successful candidate has Grade 12 supplemented by courses related to the work, and must have a current First Aid and CPR certificate.
- Team management and Supervisory Skills
- Contract Management and Strategic Planning Skills
- Effective verbal and listening communication skills
- Computer skills including intermediate proficient level at Microsoft office software
- Effective Public relations and public speaking skills
- Stress and Time Management Skills
- Valid Class 5 driver's license

**Closing date: Until the Position is filled.**

Interested candidates can drop off a cover letter and resume at the JMRFN offices or forward a cover letter and resume to:

Senior Administrative Officer  
Jean Marie River First Nation  
General Delivery  
Jean Marie River, NT  
Ph: (867)809-2000 Fax: (867)809-2002  
Email: [sao@jmrfn.com](mailto:sao@jmrfn.com)