

Northern Community & School Recreation Coordinator Program



JOB DESCRIPTION

Community & School Recreation Coordinator Position

Definition

The Community School Recreation Coordinator (CSRC) will facilitate community based sport, recreation and culture opportunities utilizing the school and other community assets for programming. Following the objectives of the Northern Community & School Recreation Coordinator Program (NC&SRCP), these programs will be after school evenings and weekends and in conjunction with community and school special events.

Supervision/ Accountability

The Direct Supervisor / Employer identified in the Annual Agreement ensures provision of direct and day to day supervision of the CSRC. As well, the CSRC works closely with and is accountable to, the local Steering Committee.

Responsibilities

- Adhere to the purpose and objectives of the NC&SRCP.
- Participate in the required training sessions administered by the NSCRD and seek out other potential professional development opportunities.
- Gather input towards the creation of an Annual Program Plan. Ensure programs developed represent the benefits of sport, culture, and recreation and are based on the needs of the community.
- Facilitate the delivery of community-based sport, culture & recreation programs after-school, evenings and weekends based on the Annual Program Plan.
- Promote and communicate program plans to encourage participation of community members.
- Report to and work with the Steering Committee through regular meetings to develop, monitor, budget and evaluate all aspects of the program.
- Prepare monthly, interim and final reports for the Steering Committee and program funding agencies as required.
- Establish and maintain community partnerships. Work cooperatively with community members and organizations to encourage and enable them to design, lead and volunteer with programs.
- Recruit, coordinate, and recognize volunteers.
- Provide opportunities for leadership and skill development for community members.
- Maintain a full-time regular work schedule and record of hours worked, in concert with employer policies and as dictated by the program objectives and annual program plan. This must include the provision of programs and events outside of normal school hours and operating year.
- Complete daily records and program statistics and communicate regularly with NSCRD.

Education, Training & Experience

- The minimum qualification for the position is a two year diploma in recreation, leisure studies or equivalent. Candidates without minimum qualifications can be considered depending upon their strength of local knowledge, and support coupled with appropriate experience and skills.
- Experience in sport, culture, and recreation programming; and experience working with volunteers.

Knowledge, Skills & Abilities

- program planning skills
- organizational & time management skills
- communication and interpersonal skills
- leadership skills
- budgeting and financial management skills
- able to speak Cree or Dene would be a significant asset, understanding of the Community
- able to work independently and with others (team work)
- possess a valid Driver's Licence – Class 5

Working Conditions

- Travel using a person vehicle is required to attend out of town training events.
- The CSRC may have to work irregular or long hours at a time to complete special events.
- The scope of this position is primarily during out-of-school hours including evenings, weekends and holidays.