

Recreation Officer

Under the direction of the Manager of Healthy Living and Recreation, the Recreation Officer is responsible for planning, coordination, and implementation of all community recreation programs and special events.

We are seeking an individual with a Bachelor of Recreation and Human Resource Management training. You should have experience in recreation leadership; program management; direct supervision of employees; and, working with youth. You should also have the following Knowledge, Skill and Abilities:

- ◇ Time management
- ◇ Interpersonal communication skills
- ◇ Working knowledge of recreation
- ◇ Have knowledge of and be active in sports
- ◇ Have a healthy lifestyle
- ◇ Must be able to perform tasks according to established policies and procedures without supervision
- ◇ Must be able to work with staff and the public in an effective, positive, and tactful manner
- ◇ Must be able to prioritize work and programs
- ◇ Must be able to attend meetings outside regular working hours
- ◇ Must be able to work in a cross-cultural environment
- ◇ Must be able to work in cold conditions
- ◇ Must be able to work irregular hours, weekends, and holidays
- ◇ Ability to write reports and other documents
- ◇ Must be organized and be able to multi-task
- ◇ Computer operations; experience with or ability to learn specific computer software applications appropriate to the position
- ◇ Have strong conflict resolution skills
- ◇ Strong Communication skills in English. Ability to speak in Inuinnaqtun an asset

Equivalencies will be considered.

The starting salary for this position is \$38.79 per hour. The Northern Allowance is \$8.43 per hour.

This position requires the successful candidate to go through a Criminal Record and Vulnerable Sector Check.

Staff housing for this position is not available.

Please submit your resume and cover on or before July 3, 2020 by 5:00 PM MST to:

Alice Lafrance
Manager, Human Resources/Benefits
Municipality of Cambridge Bay
PO Box 16
Cambridge Bay, NU
X0B 0C0
Phone: 867-983-4657
Fax: 867-983-2193
Email: alafrance@cambridgebay.ca

- *Priority will be given to current Municipality of Cambridge Bay employees and Nunavut Land Claims Beneficiaries*
- *Only candidates selected for an interview will be contacted*
- *Job descriptions may be obtained by email, fax or in person*
- *Employment requires an acceptable criminal records check. Possession of a criminal record will not disqualify candidates from consideration.*