

PERSONNEL &
STAFF DEVELOPMENT
BOX 480,
LA RONGE, SK. S0J 1L0
PHONE: (306) 425-2183
FAX: (306) 425-5559
1-800-567-7736



Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

(This is a re-advertisement. Previous applicants do not need to re-apply.)

OPEN COMPETITION

The Lac La Ronge Indian Band's Sports and Recreation department is accepting applications for the following full time position based in **Hall Lake, SK**:

RECREATION WORKER

The Recreation Worker is responsible for the planning, development, and implementation/coordination of programs and functions related to sports, recreation, and cultural events in the community.

Duties and Responsibilities include (but not limited to):

- Develop, organize, and implement sports and recreation events/activities for elders, adults, and youth.
- Promote and advertise sports and recreational events.
- Provide assistance and support in organizing youth and adult leagues.
- Organize and implement monthly gym events schedule.
- Be present on location during events (when possible).
- Ensure sports and recreation facilities are safe for public use.
- Make requests for new equipment, supplies, and/or services as needed.
- Maintain positive public relations, on behalf of the LLRIB.
- Attend and participate in workshops, meetings, seminars, and conferences.
- Follow and adhere to the LLRIB *Recreation Policy* and *Personnel Policy Manual*.
- Enforce rules and regulations of recreation facilities, in order to maintain discipline and ensure safety.
- Make requests for new equipment, supplies or services, as they are needed;
- Participate in regularly scheduled staff meetings and report to Facility Supervisor.

Minimum Requirements:

- A Certificate in Recreation, Leisure Management or Sports Administration.
- Previous experience in the Sports and Recreation field (required).
- Minimum Level I Coaching Certificate or be willing and able to obtain one in a timely fashion.
- Must be able to work flexible hours, including evenings and weekends as required.
- Must be able to work with minimal supervision.
- Strong reading, writing, and communication skills.
- Ability to manage time efficiently and effectively.
- Valid WHMIS Certification.
- Valid First Aid/CPR Certificate.
- Must possess a Valid Class 5 Driver's License with an acceptable driver's abstract.
- Grade 12 diploma (preferred).

Deadline for Applications: February 18, 2018 by 11:59PM

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councillors), one from your most recent/current employer**, to the following:

Human Resource Office
Lac La Ronge Indian Band
Box 480
La Ronge, Saskatchewan, S0J 1L0

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: (hrinfo@llrib.ca)

****Note: Your references MUST be people who you reported to and had direct supervisory authority over you. In the cover letter, please indicate permission to contact references** For further information, please contact Kevin Roberts, Director of Sports and Recreation, at 306-425-4852. LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check and vulnerable sector check. Please be advised applications received without the proper documentation will not be considered. Telephone interviews will not be granted.**