

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

OPEN COMPETITION

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

RECREATION WORKER

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

Duties and Responsibilities include (but not limited to):

- Be able to take direction and work with minimal supervision;
- Develop, organize, and implement sports and recreation programs, activities and events for elders, adults, and youth;
- Promote and advertise sports and recreation programs, activities and events;
- Coordinate adult and youth sports tournaments;
- Provide assistance and support in organizing youth and adult leagues;
- Assist with organizing and administering JRMCC Minor Hockey Association;
- Assist with Team Woodland as it relates to the First Nations Summer & Winter Games program;
- Organize and implement monthly gym and arena events schedule;
- Provide written monthly reports including documenting expenditures and statistics where applicable;
- Provide transportation services for athletes requiring it to various events;
- Provide a high degree of trust and accountability in handling financial transactions;
- Work with, partner and liaise with other community recreation organizations and programs;
- Ensure sports and recreation facilities are safe for public use;
- Enforce rules and regulations of recreational facilities in order to maintain discipline and ensure safety;
- Make requests for new equipment, supplies or services, as they are needed
- Maintain positive public relations on behalf of the Lac La Ronge Indian Band;
- Participate in regularly scheduled staff meetings and report to Director of Sports & Recreation;
- Attend and participate in workshops, meetings, seminars and conferences when requested and/or approved by immediate supervisor;
- Carry out such other work related duties as requested by the immediate supervisor;

Minimum Requirements:

- Diploma in Recreation and Community Development, Recreation and Sports Management, Sports Administration or similar;
- Previous experience in the sports and recreation field is an asset;
- Coaching certificate is an asset;
- Strong public relations skills are essential;
- Must have acceptable reading, writing, and communication skills;
- Must be able to work flexible hours (including evenings and weekends) as required;
- Must be able to work independently with minimal supervision;
- Ability to manage time efficiently and effectively;
- Valid First Aid/CPR certificate;
- Must possess a Valid Class 5 Driver's License.

Date of Posting: Tuesday June 11

Deadline for Applications: July 5, 2019 by 12:00 PM

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.