



Wuikinuxv Nation

Oweekeno Village, Rivers Inlet, c/o Bag 3500
Port Hardy, BC, V0N 2P0
Administration Office Phone: (250) 949-8625
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Job Title: Summer Recreation Coordinator
Reports to: Education Coordinator
Location: Rivers Inlet, BC, Wuikinuxv Nation
Employment Type: Seasonal (Summer)
Compensation: \$30/hour
Travel and Accommodations: Provided

Job Summary:

The Summer Recreation Coordinator will oversee and facilitate recreational activities and events for community members, particularly children and families, in a remote First Nation community during the summer season. This position involves planning, organizing, and delivering a wide range of outdoor, educational, social and cultural programs that promote wellness, cultural enrichment, and community engagement. The role will require strong interpersonal skills, the ability to work independently, and cultural sensitivity. Travel and accommodations are provided for the duration of the contract.

Key Responsibilities:

1. Program Planning and Delivery:

- Develop and deliver diverse recreational programs, such as sports, arts and crafts, cultural activities, outdoor excursions, and educational workshops.
- Ensure activities are age-appropriate, culturally relevant, and tailored to the interests and needs of the local community.
- Coordinate special events such as community festivals, sports tournaments, and field trips.
- Encourage participation by community members of all ages, including youth, adults, and elders, to foster intergenerational connections.
- Create a weekly schedule of activities and ensure all supplies, equipment, and resources are available.

2. Cultural Sensitivity and Community Engagement:

- Design and implement activities that reflect and respect the culture, traditions, and values of the Wuikinuxv Nation.
- Engage with local leaders, elders, and families to ensure programs are aligned with community priorities and cultural practices.
- Promote traditional knowledge through storytelling, arts, crafts, language activities, and other community-based initiatives.
- Build positive relationships with community members to create a welcoming and inclusive atmosphere for all participants.

3. Safety and Compliance:

- Implement and enforce safety measures to protect participants during all recreational activities.
- Ensure that facilities and equipment are safe and well-maintained, reporting any issues promptly.

- Monitor participant behavior, ensure discipline, and address any conflicts that arise during activities.
 - Stay current on safety regulations and best practices for outdoor and community-based recreation.
4. **Logistics and Resource Management:**
- Oversee the logistics of travel and accommodations for all program-related activities.
 - Manage the recreational equipment and supplies needed for programming, ensuring that inventory is maintained and requests are submitted on time.
 - Help manage the program's budget for supplies, transportation, and any other resources, working within the allocated budget.
5. **Community Relations and Communication:**
- Act as the primary point of contact between the recreation program and the community, addressing inquiries and concerns from participants and families.
 - Promote events and programs through posters, social media, and word-of-mouth within the community.
 - Collect feedback from participants and community leaders to continually improve programs and address any concerns.
 - Provide regular updates and reports to supervisors on program progress, challenges, and successes.
6. **Administrative and Reporting Duties:**
- Maintain accurate records of program attendance, incident reports, and any other necessary documentation.
 - Assist with compiling end-of-season evaluations and reports, summarizing the success of the program and areas for future improvement.
 - Assist in preparing promotional materials for next season's programs.
7. **Other Duties as Assigned:**
- Perform any other duties related to summer recreation programming as directed by supervisors or the community leadership.

Qualifications:

- **Education:**
 - High school diploma or equivalent required; working towards or completed a post-secondary education in recreation, education, sports management, or a related field preferred.
 - First Nations cultural knowledge and/or prior experience working in Indigenous communities is a strong asset.
- **Experience:**
 - Experience in organizing and leading recreational activities, preferably in a summer camp or community setting.
 - Previous experience working in or with remote First Nation communities is highly desirable.
 - Experience in team leadership and working with youth and families.
- **Skills and Abilities:**
 - Strong organizational skills with the ability to plan and execute a wide variety of activities.
 - Ability to work independently in a remote setting with minimal supervision.
 - Excellent communication and interpersonal skills, with a demonstrated ability to engage and motivate community members.
 - Flexibility and adaptability to meet the dynamic needs of a remote community.

- Cultural sensitivity and respect for Indigenous traditions, values, and customs.
- Strong problem-solving skills and the ability to remain calm under pressure.
- First aid and CPR certification, or the ability to obtain certification prior to starting.

Physical Requirements:

- Ability to work in varying weather conditions and be physically active for long periods.
- Ability to lift and carry recreational equipment, up to 50 pounds.
- Comfortable with outdoor and field-based activities, including leading hikes, sports, and games.

Working Conditions:

- The position is seasonal, typically running from April 28 to August 31.
- The role is based in a remote First Nation community. Travel to and from the community will be provided by the employer, including transportation and accommodations for the duration of the contract.
- Working hours may include evenings, weekends, and occasional holidays depending on the program schedule and community needs.
- Employee accommodations will be provided for the duration of employment.

To Apply:

Interested candidates should submit their resume and cover letter to Crystal Matilpi at education@wuikinuxv.net by March 20, 2025. When submitting your application, please put: **Summer Recreation Coordinator Application, <your name>** in the subject line.