Snuneymuxw
First Nation

JOB POSTING

Recreation Worker

Part-time, Permanent

Wage: $20.60 per hour

JOB SUMMARY

Under the direction of the Recreation Manager, the Recreation Worker is responsible for ensuring the upkeep of recreational equipment, and helping to plan, organize, and deliver recreational activities for Snuneymuxw members of all ages and abilities.

DUTIES & RESPONSIBILITIES

- Plan and organize activity programs for Snuneymuxw members of all ages, under the supervision of the Recreation Manager.
- Set up activity equipment such as tables, instruments, electronics, and work within youth programs and field trips.
- Maintain and clean recreation equipment and facilities.
- Assist Recreation and Youth Program staff in set-up and conducting sports, games, and community events.
- Assist participants during activities and youth drop-in hours.
- Collect payments of fees and deposits (cash and with POS device) and reconcile daily.
- Act as a positive role model by demonstrating respectful communication and promoting a healthy lifestyle.
- Perform administrative tasks such as filling out paperwork and answering telephones.
- Ensure participants' safety.
- Perform other duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- High School or GED required.
- Valid First Aid Level 1 with AED certification required.
- Experience working in a municipal setting or First Nations community is preferred.
- Experience handling cash and using POS device is an asset
- Experience with First Nations recreation activities and/or administration is an asset.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comfortable working with people of all ages and backgrounds.
- Strong creativity and interpersonal skills
- Strong organizational skills with proven ability to effectively prioritize workflow.
- Excellent verbal and written communication skills.
- Skilled user in various software applications such as MS Office applications and any other work-related software.
- Ability to exercise good judgement, show initiative, and be proactive.
- High standards of ethics and confidentiality to handle sensitive information.
- Strong interpersonal skills and ability to handle conflict in a professional manner.
- Considerable knowledge of recreation principles, practices, techniques, policies, and methods.
- Knowledge of Snuneymuxw teachings and knowledge systems.
- A commitment to on-going professional development and continuous learning.
- Must be able to work effectively in a variety of settings and in a cross/cultural situation and be knowledgeable of the services available in the community.

WILLINGNESS STATEMENTS

- You are required to provide proof of your certificates and professional designations.
- You will be subject to a satisfactory reference check and vulnerable sector criminal record check.
- You must maintain strict confidentiality in performing the duties of this position.
- The incumbent must adhere to Snuneymuxw First Nation's policies and procedures.
- You may be required to work additional hours to meet operational needs when necessary.

Please submit your current resume and cover letter to:

hr@snuneymuxw.ca

Application Deadline: October 8, 2024 @ 4:00 PM PT/PST

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement	Deliver what matters
	Ensure clarity of direction and unity of purpose
	Inspire excellence and strive for outstanding results
Collaboration	Work together to build successful teams and partnerships
	Be open, inclusive and share knowledge
	See, provide, and act on feedback
Community	Know our community and put them first
Commitment	Listen to and understand community needs
	Be responsive, close the loop and deliver on promises
Integrity	Own your actions, successes, and mistakes
	Act with transparency, honesty, and respect
	Do what you say you will do
Innovation	Look for ways to improve and create positive change
	Think broadly and take a wider viewpoint
	Be responsive to new ideas and opportunities