

**Position: Recreation Program Facilitator**

Permanent Full-time Position

Recreation & Community Facilities Department; North Vancouver, BC

Posted: July 2, 2009 Posting Closes: July 23, 2009



Human Resources

**SQUAMISH NATION**

Chen Chen Stway Human Resources

Reporting to the Department Head, this position participates as a part of the indoor /outdoor programs team in the North Vancouver Recreation division. The incumbent instructs classes and in conjunction with the recreation team is responsible for design and delivery of a full year of recreational events and programs which encompasses a broad range of age groups and capabilities.

**Typical Duties & Responsibilities:**

- Delivers programs utilizing recreation program planning procedures.
- Leads, supervises or instructs activities and classes.
- Participates in production of event flyers and other promotional material.
- Promotes Squamish Nation Indoor/Outdoor recreation programs.
- Coordinates seasonal events with team for the community.
- Participates as a member of the Recreation Team.

**Education, Level of Experience & Hiring Requirements:**

- Certificate from a recognized college specializing in Recreation Management, Outdoor Programs Management or a related field.
- Plus three (3) years directly related experience in the majority of specialties listed in this job description including knowledge, skills and abilities relating to recreational program course delivery in a first nation's environment and recreational program development.
- As career progresses, incumbent will be required to successfully complete job-required, short-term upgrading, training and courses relating to outdoor programs, indoor recreation programs, and event co-ordination.
- Possession of a Certification in Standard First Aid and CPR.
- High Five Certification and National Coaching Certification Program (NCCP) or coaching experience may also be required as career progresses.
- Experience as an average user of Excel, Word/WordPerfect.
- Previous experience or exposure to a First Nations environment, particular Squamish Nation, is preferred.
- Must be able to work evenings and weekends as required.
- Must have the ability to travel.
- Must have a valid BC Driver's License Class 4 or 5; Class 7N may be considered.
- Must have a reliable vehicle and current auto insurance.
- Must be able to provide a valid Criminal Records Check.
- Grade 12 plus six (6) years may substitute for above education and experience except for the First Aid and CPR Certifications which are mandatory (must complete & pass this training if do not have).

**Salary:** As per Squamish Nation Performance & Compensation Strategy.

**Send Application To:** Rae Anne Claxton, Recruiting Admin Coordinator  
Human Resources  
336 West 4<sup>th</sup> Street  
North Vancouver, BC  
V7M 1J1

**Or Email:** [hr@squamish.net](mailto:hr@squamish.net)

**Application MUST Include:**

- Cover Letter & Resume
- 3 letters of reference  
from direct supervisors
- Official copies of school records

**No faxes will be accepted**

**ONLY APPLICANTS WITH RELEVANT TRAINING & EXPERIENCE WILL BE CONTACTED FOR AN INTERVIEW**

**Chen Chen Stway Human Resources**

336 West 4<sup>th</sup> Street, North Vancouver, BC V7M 1J1 Tel 604-985-8335