

**Position: Senior Recreation & Sports Coordinator \*\*REPOSTED\*\*\***

Permanent Full-time Position

Elders, Recreation & Members with Disabilities Division

Squamish Valley Operations; Squamish Valley, BC

Posted: January 18, 2012 Posting Closes: February 2, 2012



**Human Resources**

**SQUAMISH NATION**

Chen Chen Stway Human Resources

Reporting to the Manager, Recreation, this Senior Sports Coordinator has an extensive background as an athlete and acts as the recreational expert in a variety of league sports e.g. basketball, soccer, lacrosse etc. The position uses widespread knowledge of sport and athletics to make recommendations regarding the indoor/outdoor programming schedule developed by the Manager, Recreation and is responsible for planning and delivery of the majority of sport courses, clinics and events. Under the direction of the Manager, this position negotiates agreements with contract instructors to deliver a wide variety of sports courses. As a senior coordinator, this position is responsible for task assignment and conduct of staff and volunteers during the running of a course and ensures that all activities run according to Centre regulations and safety rules. The position ensures courses and sports clinics are designed to be accessible by a broad range of age groups and capabilities.

**Typical Duties & Responsibilities:**

- Develops and coordinates recreational/leisure programs and events.
- Plans and schedules indoor/outdoor sports programming quarterly.
- Assists Manager to coordinate operating schedules, staffing requirements, materials and facilities usage based on approved schedule.
- Coordinates programs according to policy.
- Promotes Youth Centre activities and programs.
- Supervises recreation program facilitators, contractors and volunteers as required.
- Leads, supervises or instructs camps, clinics and activities.
- Supervises staff during recreational/leisure programs and events.
- Adheres to workplace health & safety policies, safe work practices and procedures.
- Participates as a member of the Elders, Recreation & Members with Disabilities and Squamish Valley Operations Teams.

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

- Certificate or Diploma in Recreation Management, Sport Management, Physical Education, Outdoor Programs Management or equivalent from a recognized post-secondary institution.
- Plus Nine (9) years of directly-related experience in the majority of specialties listed in this job description including knowledge, skills and abilities relating to being a high level athlete, sports coach, program coordinator, etc. **OR** Diploma plus Seven (7) years of directly-related experience as listed above.
- Current Standard First Aid and CPR Certificate.
- As career progresses, incumbent will be required to successfully complete job-required, short-term upgrading, training and courses relating to outdoor programs, indoor programs, supervisory skills, and event co-ordination, etc.
- High Five Certification and National Coaching Certification Program (NCCP) will be required as career progresses.
- Experience as an intermediate level user of the Internet and Microsoft Applications – Outlook (Email), Word, Excel, etc.
- Working experience with a large-scale computerized database system is an asset. Experience with JD Edwards is an asset.
- Previous experience working in a First Nations Community (particularly Squamish) is preferred.
- Must be able to work evenings and weekends as required. Must be able to travel as required.
- Must have a valid BC Drivers License Class 4 or 5. Class 7N may be considered.
- Will be required to obtain a Class 4 BC Driver's License within a set timeframe following the hire date.
- Must have a reliable vehicle and current auto insurance.
- Must be able to provide a valid Criminal Records Check.
- Grade 12 plus 12 years may substitute for above education and experience except for the First Aid and CPR Certifications which are mandatory (successful candidate must obtain if does not possess).

*A combination of education and relevant work experience may be considered for above education and experience.*

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

**Send Application To:** Stephanie Nahanee  
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