



**Posted: March 28<sup>th</sup>, 2024**  
**Internal/External**

## **EMPLOYMENT OPPORTUNITY**

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Permanent Full Time (39.5 hours/week)** position:

### **COMMUNITY ABORIGINAL RECREATION ACTIVATOR (CARA) Health and Family Services**

The purposes of this position are:

- Coordinates the planning, delivery, program organization and promotion of a variety of recreation programs and community events at Curve Lake First Nation
- Handle administrative and office support tasks related to the project including applications for funding

#### **Duties and Responsibilities:**

Duties:

The duties and responsibilities of this position are categorized into three main functions:

1. Programs and Events
  - Plans, organizes, and coordinates recreation programs and special events
  - Reviews programs and takes appropriate actions depending on registration, including combining/cancelling programs if necessary
  - Plan community based physical activity programs based on community's needs and interests
  - Enhance the presence of programming
  - Assist groups in planning their own programs
  - Ensure the provisions of the workplace, office equipment and CARA programming materials
  - Monitoring and evaluating the CARA program activities and providing ongoing direction and support
  - Liaise with and respond to all community requests and inquiries with respect to recreation programming
2. Recreation
  - Provide administrative support to Recreation Portfolio Councilors/Program Coordinator/Manager
  - Develop a local recreation needs assessment and work plan for physical activity programs
  - Plan community-based recreation programs based on community's needs and interests
  - Research recreation opportunities using the internet and other information sources
  - Prepare updates and make recommendations on recreation issues for the Band Council Executive and Chief as required
3. Other
  - Responsible for promotion, assistance with completing/ reviewing applications, and ensuring approvals and funds in place for Learning Through Recreation and Recreation Incentives.
  - Promotes/markets Activities through a variety of sources i.e. Social media, newsletters, etc.
  - Maintains program equipment and supplies and ensures good repair, working order and sufficient inventories



- Acts as a liaison between parents and instructors, dealing with situations/concerns as required
- Develop a community profile
- Provide activity reports to assigned advisor
- Enhance volunteer capacity by actively advertising and recruiting for volunteers to lead and support programs
- Other duties assigned as requested\

**QUALIFICATIONS: Basic Requirements: (APPLICANTS MUST EITHER SHOW NECESSARY PROOF WITH APPLICATION OR PROVIDE AT TIME OF INTERVIEW)**

**Education:**

- Post-secondary education in a Recreation related field with experience developing and coordinating recreational programming
- Current Standard First Aid and CPR Level C certification

**RATED REQUIREMENTS:**

**Knowledge, Skills and Abilities:**

- Experience with direct program and service delivery
- Experience in the areas of adult and youth care, fitness, social and other leisure activities
- Experience with word processing, spreadsheets and registration programs
- Knowledge of community recreation programming principles and practices
- Knowledge of methods used in assessing the recreation program needs of the community
- Knowledge of the fundamentals of leadership and recruiting, training and supervising staff
- Knowledge of Workers Compensation Act and OH&S Regulations
- Strong appreciation of and empathy with the needs of children
- Sensitivity to Native Issues
- Strong oral and written communication skills
- Strong organizational skills
- Ability to work in a group setting
- Ability to function as a team member
- Creative problem solving skills
- Ability to work independently and establish and maintain harmonious working relationships
- Respect for confidentiality is a must
- High level of tact and discretionary capabilities
- Willingness to work flexible hours
- Must exhibit a high degree of initiative and self-direction
- Must be punctual/dependable with a strong desire to work
- Must possess a valid driver's license
- This position requires an acceptable criminal record check

**Personal Suitability:**

- Be honest and trustworthy.
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation

Government Service Building  
22 Winookeeda Street  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
[www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)

- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

#### **TERMS OF EMPLOYMENT:**

This is a Permanent Full Time position beginning immediately. Annual salary range for this position will be **\$50,906 to \$55,431** based on a 39.5 hour work week.

#### **APPLICATION:**

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.

**Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:**

Agnieszka Mlynarz, Human Resources Administrator  
Curve Lake First Nation Government Services Building  
Curve Lake, Ontario K0L 1R0  
Phone (705) 657-8045 Fax (705) 657-8708  
[Recruitment@curvelake.ca](mailto:Recruitment@curvelake.ca)

**Deadline for Applications: Friday, April 12<sup>th</sup> 2024 @ 12:00pm (noon)**

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

**While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.**

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.