



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Recreation Team Leader**
Job Code: EDU560
Department: Education
Reports to: Recreation Administrator

Date Posted: 13-Jul-21
Date Closed: 27-Jul-21
(5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-time with Benefits
Availability & Term: Approx. Start Date: August 2021
Remuneration: \$28.53 per hour. Move to \$30.35 after 3 months.

JOB PURPOSE/SUMMARY

Increase and enhance the opportunities for community involvement in holistic recreational programs and events for pre-school to seniors. Take leadership role in program facilitation assisting with supporting and coaching staff team.

QUALIFICATIONS

- Education:**
- College 1-3 years. Courses in Recreation, Community Services, Social Services and/or related experience.
- Skills and Abilities:**
- Must obtain a valid Class F Driver's Licence within first 3 months.
 - First Aid/CPR and Infectious Disease Control training within first 3 months.
 - Dealing with Difficult People.
 - Conflict Resolution.
 - Microsoft Office training.
 - Must possess the attributes of a positive Role Model.
- Experience:**
- 1-3 years supervisory experience in related field preferred.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
Chippewas of Rama First Nation
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community



Job Description

Job Last Updated:

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KEY JOB FUNCTIONS/RESPONSIBILITIES

- Program planning, preparation , promotion and supervision of participants.
- Ensure program needs are being met and safety protocols as well as policies and procedures are followed.
- Assist in coaching staff as needed.
- Develop promotional flyers for newsletter, waivers and program reports.
- Organize fundraising events.
- Respond to minor first aid/CPR and First Aid Certificate required.
- Cost quotes and apply for expenses.
- Assist in sporting events and tournaments.
- Report issues of concern to Recreation Administrator - incident reports.
- Support youth, offer support and coaching.
- Participate in programs.
- Keep contact with community and other stakeholders and seek feedback.
- Recruit volunteers for programs.
- Collaborate monthly statistical reports on programs.
- Instruct groups and individuals in arts, craft and similar activities.
- Seek training opportunities for staff
- Assist in training of staff for programming.
- Create bi-weekly staff meeting agendas and assist in leading meetings
- Petty cash oversight and reconciling, as well as purchase requisitions to be signed by Recreation Administrator
- Summer Camp planning and preparation, including registration, supervising staff
- Assist in creating monthly staff schedules
- Any other tasks delegated from the Recreation Administrator