

# Contract Employment Opportunity



## 2-YEAR CONTRACT

Full-time @ 35  
hours/week

### Normal Hours of Work\*

Monday - Thursday:  
8:15am to 4:30pm  
&

Friday:

8:15am to 1:15pm

\*Flexible schedule  
required based on  
programming\*

### Salary:

\$23.31 - \$26.99 per  
hour\*\*

\*\*While Alderville First  
Nation Salary Grid will  
apply - start rate will be  
commensurate with  
experience.

### Benefits:

- Vacation Pay with each pay.
- Paid time off over Holiday Shutdown!
- 14 Statutory Holidays!
- Paid Sick Leave!
- Group Health & Dental Benefits including Long-term Disability (LTD) and Employee Family Assistance Program (EFAP)!

## COMMUNITY ABORIGINAL RECREATION ACTIVATOR (CARA)

### Position Summary:

As a member of the Health & Social Services (H&SS) Team, the Recreation Activator will focus on increasing physical activity, engagement, and participation opportunities by providing recreation programs suitable to the needs and interests of all community members. They will promote healthy and holistic lifestyle choices to the members and residents of the community to reduce the incidence of disease.

### KEY JOB FUNCTIONS:

- Increase community participation by providing a variety of recreation programs to members of the community.
- Works to grow the volunteer base to assist with the management and coordination of community physical activity programs and services.
- Responsible for the coordination and facilitation of the Community Pool programming and related summer activities.
- Responsible for the coordination and facilitation of the Alderville Power Plant Fitness Gym.
- Works in collaboration with other programs within the Health & Social Services to provide wrap around service to community members of all ages.

### Key Activities:

- Plans, develops, promotes, and implements recreation activities to ensure that all community members have access to sport, recreation and leisure programs.
- Ensures that programs are delivered within guidelines and budgets as a part of the Health & Social Services programming.
- Prepare annual work plan and abide by required timely submission of financial reporting as required by Ministry of Tourism Culture and Sport.

### Related and other duties:

- Supervises on-call workers and volunteers.
- Assess the sport and recreation needs of the community, research such programs, funding sources and project requirements in conjunction with the Health & Social Services team.
- Evaluate the effectiveness of programs and identify areas where new programs are needed.
- Schedules activities, facilities and volunteers as required; supervises and leads activities for all CARA related programming.
- Develops annual work plan and program budgets.
- Develops and submits funding proposals for the CARA program.

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#### Minimum Qualifications:

- Grade 12 diploma or equivalent experience.
- CPR and First Aid, and AED; ongoing renewal as required to maintain current certification.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.
- Criminal Reference check and Vulnerable Sector Search is required if employment is offered.

#### Considered an asset:

- College diploma or degree in recreation or related social science.
- Demonstrated recreation, sport and leisure program administration, management, and delivery.
- CANFITPRO certification.

#### Preferred Experience:

- Must be physically able to lift, carry, push, and pull up to 50 lbs. for moving and set-up of various recreational and fitness equipment.
- Experience in events coordination and planning.
- Demonstrated experience with training, development, and recognition of Volunteers.
- Excellent verbal and written communication skills with a client & community focus.
- Ability to work in a team environment or independently and to exercise initiative.
- Strong critical thinking skills and the ability to exercise good judgment.
- Ability to instruct, speak in public and facilitate groups, workshops, or one-on-one, to consult with individuals, family members and/or other targeted groups.
- Proficient in Microsoft Office Suite, other computer applications and technology.

\*\* For full job description, contact Human Resources\*\*

**Deadline to Apply: Thursday, May 18<sup>th</sup>, 2023.**

#### How to Apply:

Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

#### How to Contact:

Human Resources Recruitment

Phone: 905-352-2011 ext. 217

Email: [humanresources@alderville.ca](mailto:humanresources@alderville.ca)

#### Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

*Chief & Council retain the right to make the final decision on the selection of the successful candidate.*