



EMPLOYMENT OPPORTUNITY

Team Lead, Recreation Programming

Job Classification: Team Lead, Recreation Programming

Competition #: 2023-20

About the Role

Reporting to the Manager of Health the Team Lead plans and coordinates recreation programs and public events in Old Crow, including but not limited to youth and elder activities and programming. The position works collaboratively with the Event Coordinator to facilitate community events and activities. The Team Lead supports the department to deliver engaging and diverse programming to encourage participation and meet the recreation and wellness needs of citizens of all ages. Team leads also coordinates with the Home and Community Care Team Lead.

What you bring

- Post-secondary training in recreation or related, or an equivalent combination of experience and training;
- Three (3) years' experience delivering community recreation services and programs; in an indigenous community is an asset;
- Experience in a leadership position with responsibilities related to program planning, evaluation, and resource and financial management;
- Experience leading and managing teams;
- Experience building partnerships with community resources and external contacts to promote the wellbeing of families and citizens;
- Class 5 Driver's License with clean driver's abstract;
- Standard First Aid and Current Criminal Records Check with Vulnerable Sector Check;

Working Conditions

- Adaptable to changing work assignments;
- Adaptable to respond to call outs in emergency situations; and
- Ability to work in extreme weather conditions.

What we offer

- A supportive and safe work environment;
- Competitive compensation will commensurate with qualifications, up to \$49.53/hr;
- Work schedule including evening, weekend or shift work, as required;
- Work experience in a multi-disciplinary team; and
- Equal opportunity, diverse and inclusive workplace.

Working with Vuntut Gwitchin First Nation

Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

The competition will remain open until filled.

Please forward resume to:

Human Resources Department
Vuntut Gwitchin First Nation
P.O. Box 94
Old Crow, YT Y0B 1N0
Email: employment@vgfn.net

A complete job description is attached.

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

While we appreciate all applications, only those selected for further consideration will be contacted.



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POSITION PROFILE

INTRODUCTION	
Position Title: Team Lead, Recreation	Reports To: Manager, Health
Dept: Health & Social Services	Location: Old Crow, YT
Staff: 1-5	Revision Date: April, 2023
PURPOSE	
<p>Reporting to the Manager of Health the Team Lead plans and coordinates recreation programs and public events in Old Crow, including but not limited to youth and elder activities and programming. The position works collaboratively with the Event Coordinator to facilitate community events and activities. The Team Lead supports the department to deliver engaging and diverse programming to encourage participation and meet the recreation and wellness needs of citizens of all ages. Team leads also coordinates with the Home and Community Care Team Lead.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Manages the day-to-day operations and department staff. Organizes team activities, communicates work goals, develops plans to accomplish goals, evaluates progress, and distributes information. Promotes capacity development through performance evaluation, encourages individual development, and supports personnel issues and problem solving; • Develops and delivers all recreation programming to VGG citizens such as outdoor youth sports, day programs for adult and elder activities, as well as cooking, art, and cultural activities (e.g. sewing and beading). Assists in developing policy for the delivery of recreational services and programs. Implements standards and procedures to support the administration of these programs; • Manages the gym at the community hall including equipment inventory and maintenance, security, program scheduling and cleaning; • Evaluates programming by tracking enrolment and participation trends, client satisfaction and other performance measures. Ensures such data is applied to decision-making regarding offerings and scheduling, and introduces improvements and/or new ideas to facilitate citizen engagement and participation; • In cooperation with the Health Manger, develops and administers the recreation budget. Drafts and submits yearly budget requests, plans for multi-year infrastructure upgrades or replacements, and oversees contribution agreements. Manages budget and expenditures, prepares variance reports, and ensures the administration and financial reporting of programs; • Identifies funding opportunities from third parties. In cooperation with department staff, develops proposals to submit to various agencies and manages associated administration and reporting to remain in compliance with requirements; 	

- Collaborates with community members, partners (e.g., RCMP) and funding agencies to discuss recreation needs, supports, and to identify opportunities and challenges. Leads information sessions and public meetings regularly to engage citizens and communicate plans. Responds to citizen concerns as they arise;
- Promotes community events and ensures recreational programs and services are communicated to the public through a variety of channels, including posters and social media;
- Engages volunteers and staff to ensure the maintenance of recreation infrastructure (e.g., ski trails, ball diamond, ice arena, youth center, skateboard park). Submits work orders to request maintenance as required; and
- Active participant with HSS team and the Executive Director to exchange information and develop integrated work plans to achieve the VGG 5-year strategic plan.

ACCOUNTABILITY & IMPACT

- Department staff are engaged, supported and productive;
- A trusting and collaborative relationship exists with colleagues, citizens, and external partners;
- Departmental workplans are achieved to provide viable and creative recreation programming.
- High participation and engagement from citizens and the community;
- Council and management receive accurate information to make informed decisions;
- Strong financial management and ability to identify funding program opportunities;
- Political, behavioural, and systemic barriers are overcome to enable success and capacity; and
- The VGG Standards of Conduct are modelled and promoted.

FINANCIAL CONTROL

Annual budget under direct control of this position:	Moderate (up to 500K)
Other responsibilities & influences:	Sole authority to sign contracts and purchase orders < 5k.

WORKING CONDITIONS

Environment:	Work is in a normal office environment where there are few undesirable conditions, at various buildings and locations to deliver activities. May provide occasional programming outdoors.
Physical:	Occasional moderate physical activity
Hazards/equipment:	None
Travel:	None

This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none">• Post-secondary training in recreation or related, or an equivalent combination of experience and training;• Three (3) years' experience delivering community recreation services and programs; in an indigenous community is an asset;• Experience in a leadership position with responsibilities related to program planning, evaluation, and resource and financial management;• Experience leading and managing teams; and• Experience building partnerships with community resources and external contacts to promote the wellbeing of families and citizens.
Behavioral Competencies	<ul style="list-style-type: none">• Strategic thinking• Developing others• Achieving results• Decision making• Communication• Service orientation• Collaboration• Self-awareness
Conditions of Employment	<ul style="list-style-type: none">• Standard First Aid Certificate (or willingness to obtain within 3 months);• Criminal Records Check with vulnerable sector; and• Class 5 Driver's License with Clean Driver's Abstract.