



Vancouver
Aboriginal
Friendship Centre

INTERNAL/EXTERNAL Job Posting - Recreation Coordinator

A great opportunity to join the Vancouver Urban community

- *Build your career to new heights with a dynamic and progressive Urban Vancouver Aboriginal Friendship Centre Society, (VAFCS)*

The Vancouver Aboriginal Friendship Centre Society is currently seeking a **Recreation Coordinator** to join the Recreation Department on a **part-time basis**.

Reporting to the Recreation Supervisor, the Recreation Coordinator has experience in sports and programming management as well as personal knowledge of a variety of league sports such as field hockey, basketball, soccer, etc. The position uses knowledge of sport/athletics to make programming recommendations to the Recreation Supervisor.

The incumbent is responsible for the delivery of sports programs and events throughout the year; these programs are designed to be accessible by a broad range of age groups and individual capacities. Recreation Coordinator is responsible for daily activities, conduct of staff/volunteers for the duration of programs and/or courses; ensuring that all activities run according to regulations/safety guidelines.

Specifically, your key responsibilities will include:

- Develops and coordinates sporting programs and events.
- Plans and schedules indoor/outdoor sports programming quarterly.
- Coordinates programs & operating schedule for the gym, field usage outings as per policy / approved schedule.
- Promotes VAFCS recreation programs and activities.
- Supervises sports and program staff and volunteers as required.
- Leads, supervises or instructs camps, clinics, programs and activities as required.
- Participates and coordinates VAFCS fundraising activities.
- Assists with supervision (as required) with the Health and Safety of Children, Youth, and Employees and must adhere to VAFCS workplace health & safety policies, safe work practices and procedures.
- Participates as a member of the VAFCS Recreation and Community Facilities Team.

The Ideal Candidate

To be successful in this role, the candidate will have some post-secondary education in Recreation Management, Physical Education OR from a recognized post-secondary institution. Experience related to knowledge working with children ages 6-12, skills and abilities related to indoor or outdoor recreational sports programming, admin/program coordination, supervisory skills, event co-ordination, etc. Grade 12 plus 5 to 6 years relevant/related work experience may substitute for the above education/experience.

In addition, you'll demonstrate the following:

- Experience as an intermediate level user MS Office, the Internet, etc.
- Previous experience / exposure to a First Nations environment, particularly to an urban community setting, is preferred.
- Must have the ability to travel; & must be willing/able to work evenings and weekends as required.
- Must have Level 2 First Aid and CPR, and or must be willing to complete within a set timeframe.
- Must have a valid Class 4 Driver's License or willing to obtain within set timeframe.
- Must have a valid Class 5 BC Driver's License.

Successfully completing a Criminal Records Check Vulnerable Sector Search, as per Vancouver Aboriginal Friendship Centre Society Policy.

Required for complete application: 1. Cover Letter 2. Resume 3. Two Reference Letters (most recent)

EXTENDED Deadline: August 8, 2018 at 12:00 NOON send to: programdirector1@vafcs.org

Preference will be given to qualified Aboriginal candidates in accordance with Section 41 of the BC Human Rights Code. This position also requires BCGEU membership and applicable dues.

Only candidates who are shortlisted will be contacted for interview. Thank you for your interest in the Vancouver Aboriginal Friendship Centre Society.