



VUNTUT GWITCHIN Government

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT

P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261
Fax: (867)966-3800
Email: jobs@vgfn.net

EMPLOYMENT OPPORTUNITY

RECREATION ASSISTANT

Position is available only to Residents of Old Crow
The position is Full Time

The Job: Reporting to the Recreation Manager, this position will help develop and manage a community based sport and recreation program. The Recreation Assistant will help with planning and will assist with activities planned by the Recreation Department. The Recreation Assistant will assist with developing local leadership and empowering youth residents. Tasks include organizing and delivering activities, assisting with developing a strategic plan for activities each year, month and week. This position is also responsible for assisting with administrative functions for community recreation and liaising with community members.

Condition of Employment: This position works normally indoors: the noise level in the work environment is moderate while in the office, and loud while in the field. The employee occasionally is expected to also work outdoors in varying temperature and light conditions.

The ideal candidate will have the following combination of education, experience, and knowledge:

Grade 10 Academic with three (3) months of experience in the field through paid or volunteer services, or an equivalent combination of experience preferably in a First Nations work environment. Skills include: Knowledge of recreation and experience in dealing with the public: Knowledge of program and event planning: knowledge of basic office functions.

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

Closing Date: January 7, 2022 @ 4:00 p.m. or until filled

Please submit a cover letter and resume (one document) to:

Human Resources Department
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Email: jobs@vgfn.net

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