

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
Web: www.vgfn.ca

EMPLOYMENT OPPORTUNITY RECREATION ASSISTANT

Employment Category: Full and Part-Time Position

Wage: 33.15 per hour

Location: Old Crow, Yukon

There is no staff housing for this position.

Reporting to the Recreation Manager you will help develop and manage a community-based sport and recreation program. You will also assist with developing local leadership and empowering youth residents. The job includes writing proposals to access funds for projects, 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, territorial and NGO partners.

Qualifications:

Grade 10 with three (3) months of experience in the field through paid or volunteer service, 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

Conditions of Employment:

You will work mostly indoors. The noise level in the work environment is moderate while in the office, and loud while in the field. You will occasionally be expected to work outdoors in varying temperature and light conditions. A successful Vulnerable Sector Criminal Records check is required as well as a Food Safe Certificate issued by the Yukon Government.

. For complete job description please contact the Human Resources Department.

Send Resume and Cover Letter to:

Human Resource Manager
Vuntut Gwitchin Government
Box 94, Old Crow, Yukon Y0B 1N0
Phone: (867) 966-3261 ext. 256
Fax: (867) 966-3800
Email: jobs@vgfn.net

Closing Date: February 12, 2021

Preference will be given to qualified Vuntut Gwitchin citizens.

We thank all those who apply but only those selected for an interview will be contacted.

Posted: February 1,2021

Ref:2021-02-02