



**Meadow Lake Tribal Council  
8003 Flying Dust Reserve  
Meadow Lake, SK S9X 1T8**

**Phone: (306) 236-5654  
Fax: (306) 236-6301**

## **Recreation Wellness Coordinator Employment Opportunity Term Position**

*MLTC was created by nine First Nations located in north-west Saskatchewan who have constitutionally recognized aboriginal rights and Treaty Rights under Treaties #6, #8 and #10. The primary purpose of MLTC is to serve those First Nations in their aspirations for cultural, economic and political autonomy. As a private sector employer engaged primarily in promoting and serving the interests of the member First Nations, MLTC asserts its right to provide preferential treatment to First Nations people, giving them priority in decisions on employment matters such as hiring, and this can extend to measures such as opening competitions only to First Nations people.*

- *This competition is open to all applicants; and*
- *Preference will be given to First Nation or other Indigenous applicants who possess the qualifications, knowledge and skills to meet the minimum suitability requirements as stated for the position*

MLTC Health & Social Development Department is seeking a dynamic motivated individual to fill the one (2) year full-time term position of Recreation Wellness Coordinator.

The Recreation Wellness Coordinator (RWC) will support the development of recreation programming capacity for the 8 Meadow Lake First Nations. The RWC will develop, Design, coordinate recreation wellness programming and the evaluation of those recreation programs. The RWC will recommend implementation and monitor recreation policies and directives with the Community Health Program Director. The RWC prepares and submits proposals to funding agencies, for the development or recreation wellness programming, programming guidelines, and develops budgetary guidelines and prepares an annual operating budget summary for all recreation wellness programs.

### **POSITIONS DUTIES (include but not limited to):**

- Develop, design, promote, deliver and oversee recreation wellness programs, leisure activities and events.
- Develops and plans for active participation in arts/culture, recreation/sport, and beautification related activities that enhance quality of life
- Helps to guide volunteer groups, community organizations and service clubs in the planning, organization, promotion of recreation wellness events at community facilities
- Work and liaise with organizations in the area including local schools, organizations, businesses, local sports groups, volunteer organizations and provincial agencies or associations for the purpose of recreation wellness services and events
- Develop communications and promotions for recreation wellness programs, leisure activities and other internet/intranet-based systems such as the newsletter, media releases, and social media
- Provides administrative functions including preparing reports, administrative briefing notes, business planning, policies, and budgets
- Assist in preparation of annual budget for recreation wellness programs and events
- Secures program funding to implement recreation programs and support long terms program sustainability, through proposal development to funding agencies

- Planning, implementing and managing a broad range of community recreation services and facilities, and encouraging maximum community involvement and coordination with other organizations
- Directing the development and implementation of recreation wellness programs and the cooperation and maintenance of recreation facilities to fulfill community leisure requirements in accordance with policies set out by the municipality/recreation board
- Planning, organizing and promotion of recreation activities and special events for the community

## **QUALIFICATIONS/ SKILLS/ABILITIES:**

### *Minimum:*

- Minimum of 2 years' experience with project management and event logistics in delivering recreation, activities and community events

### *Preferred:*

- Post-secondary Certificate, Diploma or Degree in Recreation, Events Planning, or related field with experience delivering recreation programs and events
- Training in High Five or High Five Certified an asset

### *Other:*

- Ability to deliver a high level of customer service to the general public
- Proficient in computers, i.e., Microsoft office 2010, word, excel, power-point, outlook
- Creative and independent problem solver
- Valid driver's license, certification in First Aid, CPR and AED
- Preference will be given to individuals who speak either Cree or Dene

**Interested applicants are invited to submit:** A letter of application, resume stating qualifications, related work experience, copies of credentials, current RCMP Security Clearance/Vulnerable Sector Check, copy of valid driver's license, and three (3) current professional *supervisory* references to:

**Human Resource Department  
8003 Flying Dust Reserve  
MEADOW LAKE, SK S9X 1T8  
Email: [hrdepartment@mltc.net](mailto:hrdepartment@mltc.net)  
Phone: (306) 236-5654 Fax: (306) 236-3509**

For more information on position requirements, please contact *Millie Campbell, Community Health Program Director* at (306) 236-5817 or visit our website at [www.mltc.net](http://www.mltc.net).

**Deadline: Friday, August 9, 2024**

*MLTC sincerely appreciates and thanks all individuals for their applications,  
however, only those selected for an interview will be contacted.*