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NORTHERN VILLAGE OF KUJJUAQ

Katittavik Town Hall
P.O. Box 210, Kuujjuaq, Que. J0M 1C0
Phone: (819) 964 – 2943 Fax: (819) 964 – 0609

JOB POSTING

Notice is hereby given by the undersigned, Human Resources Coordinator of the Northern Village of Kuujjuaq, that:

the Village is in search of an **Assistant Recreation Coordinator.**

Under the supervision of the Recreation Coordinator, the **Assistant Recreation Coordinator** performs or assists in the following tasks:

- Develops, plans, organizes, implement and evaluate a variety of community services and recreation programs, including special events and contract services;
- Ensure that scheduling of activities and or, events are coordinated throughout the year with local recreation partners;
- Prepare community event and recreation publicity;
- Prepare periodic reports, prepare purchase requisitions and maintain files and records that are delivered in the community;
- Conduct and supervise special events, cultural and social activities that are promoted in the community;
- Monitor the use of equipment and develop an inventory system that will complement the continuous promotion of the gymnasium, arena and outdoor activities (e.g. including up keep of play grounds, baseball field, outdoor rink and other recreation facilities);
- To supervise and monitor local animators and or, seasonal monitors that are promoting recreation and leisure activities and or, projects;
- To coordinate and manage the activities of the outdoor skating rink throughout the season;
- Perform all other activities as requested by the superior

Requirements:

- Knowledge of methods and procedures used in the planning and implementing recreation programs for the community
- Knowledge of sports equipment used in recreation program
- Skills to develop and administer a community services and recreation programs suited to the needs of the community members
- Ability to communicate and works as a team member
- Ability to maintain effective working relationships with management, the Mayor and council members and partners.

Note: The opening date of the position is to be determined.

Salary: To be determined according to qualifications and experience.

Interested candidates should submit their applications to me at the above address.

Given at Kuujjuaq, QC
September 12 of 2023.

Carl H. Chery
Human Resources Coordinator
(819) 964-6374 Ext 245

carl@kuujjuaq.ca