



The Municipality of Rankin Inlet

EMPLOYMENT OPPORTUNITY RECREATION COORDINATOR Term Position August 2023 to July 31, 2025

The Municipality of Rankin Inlet has a term position for a Recreation Coordinator.

The ideal candidate will have a strong back-ground in recreation programming and sport development with a proven track record of managing sport and leisure activities that promote and develop healthy lifestyles for all residents.

Reporting to the Senior Administrative Officer (SAO), the successful candidate will manage, and coordinate all activities and operations of the recreation department. The position works in coordination with a subcommittee of council to plan, develop and implement recreation and leisure activities that meet the needs of a diverse and growing community.

Qualifications:

- A recognized diploma or a degree in Recreation Leadership or a related area such as Physical Education, or Sport Administration or 4 years of equivalent experience
- ability to assess recreation needs and to develop and implement appropriate programs and services
- Ability to write proposals for programming and infrastructure needed in the community
- Skills in developing, supervising, evaluating staff and volunteer training programs
- Facility operations and maintenance knowledge
- Must be self-motivated

Requirements

- Familiarization with computers, budgeting and program management.
- Good problem-solving, interpersonal, and communication skills
- Ability to handle staff and clients with diplomacy and fairness
- The ability to speak Inuktitut would be considered asset
- The successful candidate must be bondable and clearance of a criminal records check is a prerequisite

The Hamlet of Rankin Inlet provides an attractive base salary based on qualifications and experience plus a Northern Allowance of \$22,500.00 as well as insurance and pension plan benefits.

Job description is available upon request.

Closing date for applications is 3:00 p.m. Friday June 30, 2023.

Please submit a detailed resume to:

Senior Administrative Officer
Hamlet of Rankin Inlet
PO Box 310
Rankin Inlet, NU. X0C 0G0
Email: sao@rankininlet.ca