



EMPLOYMENT OPPORTUNITY

WELLNESS & RECREATION COORDINATOR

The Hamlet of Enterprise is accepting applications for the position of **Wellness & Recreation Coordinator**. Under the direction of the Senior Administrative Officer, the Wellness & Recreation Coordinator is responsible for coordination and delivery of a range of wellness & recreation programs, activities, and events.

RESPONSIBILITIES

1. Plan and develop wellness, recreation, sport, youth, and leisure programs.
2. Manage all Wellness & Recreation staff.
3. Implement wellness, recreation, sport, youth, and leisure programs.
4. Administer wellness, recreation, sport, youth, and leisure programs.
5. Promote wellness, recreation, sport, youth, and leisure programs.
6. Participate in the Community Emergency Response Committee.
7. Other duties, as required.

THE IDEAL CANDIDATE WILL POSSESS:

- Certificates in Wellness & Recreation Programming, Youth Programming, and Facility Maintenance with related wellness & recreation programming experience. Equivalencies will be considered.
- Excellent computer skills and working with Microsoft office programs.
- A good understanding of relevant legislation, policies, procedures, and rules.
- Excellent leadership, problem solving, interpersonal, and communications skills.
- A positive record of working effectively with the public.
- Cultural awareness and sensitivity.
- First Aid/CPR training and a Class 5 Driver's license.

The successful candidate will receive a competitive salary based on qualifications and will need to submit a Criminal Records and Vulnerable Sector check as a prerequisite. The compensation package for this position includes benefits and allowances.

This position will remain open until a successful applicant is found.

We sincerely thank all interested applicants, however only those selected for an interview will be contacted. Interested applicants are invited to submit their resume and cover letter by mail, email, or fax in confidence to:

Mailing address: Hamlet of Enterprise
526 Robin Road
Enterprise, NT
XOE OR1

Email: sao@enterprise-nt.ca

Fax: (867) 984-3400