



EMPLOYMENT OPPORTUNITY

Recreation Coordinator

(Term position)

The Hamlet of Tuktoyaktuk is seeking a candidate to fill the full-time position of Recreation Coordinator for a term. Reporting to the Senior Administrative Officer and working out of the Kitti Hall, the Coordinator is responsible for the effective operation of recreational facilities while offering community-based recreation programming and working with our partners in recreation. The Recreation Coordinator will provide recreational type activities responding to the needs of the community of Tuktoyaktuk.

Necessary training and experience include a Grade 12 high school diploma or equivalency, strong communication and written skills, and a satisfactory criminal record check and a vulnerable sector check. The ideal applicant must have a valid Class 5 driver's license and hold a certificate in First Aid and CPR training. Training with the School of Community Government may occur during the term of employment so travel away from home might be necessary. The Coordinator will work flexible hours including evenings and weekends.

SALARY: The salary is negotiable depending on experience and qualifications

CLOSING DATE: Open until filled.

To apply, please submit your cover letter, resume, and completed criminal record check with vulnerable sector check to:

Holly Campbell
Senior Administrative Officer
Hamlet of Tuktoyaktuk
P.O. Box 120
Tuktoyaktuk, NT X0E 1C0
Phone #: 867-977-2513 Fax #: 867-977-2110
e-mail: sao@tuktoyaktuk.ca

We thank all applicants for their interest, however, only those under consideration will be contacted.

Posted: March 7, 2024