



JOB OPENING

Local Posting

Recreation Assistant

Sports & Leisure Department

The **Recreation Assistant** is participating in the administration of planning and implementing recreational, sports, fitness and athletic programs for individuals and groups and the incumbent is also promoting those programs within the community

KEY RESPONSIBILITIES

- Assist in the planning and development of schedules of local sports and recreation activities
- Plan, conduct and instruct age-appropriate activities suitable to individual and group interests
- Assist and/or advise in identifying, planning, and preparing proposals for research and development of recreation projects
- Monitor recreational and sports activities and ensure safety of all participants as primary responsibility
- Train and recruit volunteers to assist in the implementation of all recreational activities and programs
- Work with parents and volunteers to ensure successful programs, activities, and deliverables
- Instruct and lead groups or individuals in recreational and leisure programs
- Maintain an up-to-date inventory of all recreational and sporting equipment
- Ensure the rules and regulations respecting the facilities and equipment are respected at all times
- Participate in advertising of all sports and recreational programs and activities
- Act as a liaison between supervisor, local teams or persons relating to recreational activities
- Maintain communication with local and regional organizations with regards to the development and promotion of recreation programs
- Maintain statistical records, progress reports and evaluation forms of events and activities
- Perform other related tasks as requested

QUALIFICATIONS

- High School Diploma with additional training in a relevant field
- 1 to 3 years of relevant experience in a recreational field
- Certifications in CPR and First Aid are assets
- Fluency in Cree and English, French an asset
- Ability to handle stressful situations and work on special schedules when required

Status: **Regular Full-time / 35 hours a week**

Subject: **Three (3) Month Probation**

Salary: **\$23.83 - \$35.74**

Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **June 30, 2026** via email to jobpostings@wemindji.ca or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0