



**SPECIAL EVENTS/PROGRAMS COORDINATOR – 044-24-4**  
**Parks and Recreation**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **March 20, 2024**, for the **Special Events/Programs Coordinator** with **Parks and Recreation**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

**Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The **Special Events/Programs Coordinator** reports to and works under the direction and supervision of the Programming Team Leader.

To assist the Recreation Programming Team Leader in planning, managing, and implementing programming services for the residents of the Six Nations of the Grand River within the policies and procedures established by the Six Nations Council.

<b>Type</b>	Full Time
<b>Closing Date</b>	March 20, 2024
<b>Hours of Work</b>	35 hours weekly
<b>Wage</b>	\$27.20/hour

\*A competitive compensation package will be offered commensurate with qualifications. \*

**BASIC QUALIFICATIONS:**

- Successful Completion or Attending a post-secondary education in the studies of Recreation, Physical Education, Sports Administration, Special Events Certification or related field or a minimum of 2 years working experience in planning and co-ordinating recreation community activities and/or events.
- Current Red Cross First Aid and CPR certificate.
- Knowledge of High Five's "Principles of Healthy Child Development."
- Possess excellent organizational, verbal, and written communication skills.
- Possess the ability to plan strategically and logically.
- Display a high degree of initiative to work independently and have the ability to organize the workload so that all deadlines are met.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Working knowledge of government policies, programs, services, and procedures at the federal, provincial, and local levels relative to the delivery of recreation services.
- Must have a pleasant attitude and disposition for meeting with the public.
- Must be bondable.
- Possess a valid driver's license and vehicle for travel on Parks and Recreation Department business when required.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Sydney Lewis, Human Resources Business Partner at 519-445-2223 ext. 5755 or via email at [hrgen@sixnations.ca](mailto:hrgen@sixnations.ca)

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Special Events/Programs Coordinator –Full Time - 044-24-4**  
 c/o Reception Desk  
 Grand River Employment & Training (GREAT)  
 P.O. Box 69, 16 Sunrise Court  
 Ohswéken, Ontario N0A 1M0



**1738 Fourth Line, P.O. Box 419 Ohsweken, Ontario N0A 1M0**

**Telephone: 519-445-4311 Fax 519-445-4401**

## **PARKS AND RECREATION DEPARTMENT**

**POSITION:** SPECIAL EVENTS and PROGRAMS CO-ORDINATOR

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Programming Team Leader.

**PURPOSE and SCOPE of the POSITION:**

To assist the Recreation Programming Team Leader in planning, managing, and implementing programming services for the residents of the Six Nations of the Grand River within the policies and procedures established by the Six Nations Council.

**RESPONSIBILITIES:**

**1. Event Planning Functions**

- i. Responsible for assisting in the development of three community events: Easter Egg Hunt, Bread and Cheese and Tom Longboat Run
- ii. Investigating, recommending, and implementing new ideas for expanding our existing community events.
- iii. Advertising of community events.
- iv. Assisting with actual set ups as required for each event.

**2. Program Planning Functions**

- i. Responsible for assisting and supervising at children's evening programs.
- ii. Responsible for overseeing the summer T-Ball program and Soccer program.
- iii. Responsible for participating with children in all activities and games.
- iv. Responsible for the implementation of a sports drop camp for children aged 5 to 13.
- v. Assist with the supervision of children while at the programs to ensure the safety of all participants.
- vi. Responsible for being in attendance at all evening programs.
- vii. Responsible for communicating, explaining, and participating in the evenings'

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- activities.
- viii. Scheduling and making arrangements for various trips relating to the program.
- ix. Being innovative and creative with new program creations for children.
- x. Responsible for ensuring the gym facility is left in a clean manner as well as ensuring no participants are running in the halls or playing in the washrooms.

### **3. Communication Functions**

- i. Effective communication with supervisor, staff, community members and general public.
- ii. Effective communication with public regarding special events ensuring all pertinent information is made available.
- iii. Perform media and public relations regarding events as assigned.
- iv. Communicate with and secure participation of vendors for events.
- v. Communicate effectively with suppliers in order to solicit donations for special events.

### **4. Administrative**

- i. Completion and submission of timesheets, travel forms in accordance with SN Council policies and procedures.
- ii. Completion of registration forms and participant waivers for all the programs.
- iii. Ensuring room set up forms are completed as required for various programs.
- iv. Assist with the Dajoh Youth and Elder facility duties, maintaining registration database, supervising facility, and front desk duties.

### **5. Other Functions**

- i. Performs related duties as may be required by the Recreation Director.

### **WORKING CONDITIONS:**

Major element is that peak activity hours are usually during leisure hours such as late afternoons, evenings, and weekends. Working hours will vary from week to week, according to scheduled community events and activities.

Core working hours will involve evenings and weekends and the employee may be expected to attend events as considered necessary.

Work has a high public profile and contact with community representatives.

Subject to peak periods, interruptions, and deadlines.

Periodically involves unscheduled hours and out of the office work.

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Mental stress: interaction with the public who may sometimes be hostile or irate.

Possess ability to prioritise tasks and be able to work independently.

### **WORKING RELATIONSHIPS:**

#### **With the Recreation Department Staff:**

Receives direction, guidance and discusses community recreation programming plans, priorities or interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

#### **With other Six Nations Council Staff:**

Courtesy, co-operation, and teamwork.

#### **With other First Nations and Recreation Associations:**

Exchanges information and keeps informed of changes and trends in Aboriginal recreation business.

#### **With the Public and the Media:**

Displays courtesy and co-operation. Determines service needs and provides information and advice on the content and intent of the Six Nations Recreation programs and services.

### **KNOWLEDGE and SKILLS:**

Successful Completion or Attending a post-secondary education in the studies of Recreation, Physical Education, Sports Administration, Special Events Certification or related field or a minimum of 2 years working experience in planning and co-ordinating recreation community activities and/or events.

Current Red Cross First Aid and CPR certificate.

Knowledge of High Five's "Principles of Healthy Child Development."

Possess excellent organizational, verbal, and written communication skills.

Possess the ability to plan strategically and logically.

Display a high degree of initiative to work independently and have the ability to organize the workload so that all deadlines are met.

Working knowledge of government policies, programs, services, and procedures at the federal, provincial, and local levels relative to the delivery of recreation services.

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Must have a pleasant attitude and disposition for meeting with the public.

Must be bondable.

Possess a valid driver's license and vehicle for travel on Parks and Recreation Department business when required.

**IMPACT of ERROR:**

Errors in carrying out duties could lead to lost credibility, unfavourable public relations, confusion, duplication of effort, financial problems and misinformation being given to the Recreation Director, which would then impact the Six Nations Parks and Recreation Department, the Six Nations Council and the general public.

**CONTROL:**

Guiding principles set by the Six Nations Council for the Six Nations Parks and Recreation Department.

Works within the administrative policies and procedures established by the Six Nations Council for the Six Nations Parks and Recreation Committee.

Revised September 28, 2016