



## Job Posting – RECREATION PROGRAMS SUPPORT ASSISTANT

### Pictou Landing First Nation

**Description:** The Recreation Programs Support Assistant (RPSA) is primarily to provide assistance to the community MPAL (Mi'kmaq Physical Activity Leader). They will develop, organize and implement recreation and physical activities in teamwork with the MPAL and other workers in the same department. The RPSA must be comfortable working with community members of all ages, feel confident to open/close the gymnasium, keep the gymnasium, equipment rooms and all sports equipment cleaned and organized. The RPSA works under the direction of the MPAL.

#### Specific responsibilities:

- Develop, organize and implement activities for all age groups in the community;
- Engage with community and provide support in recreation and physical activities;
- Promote and advertise recreation and physical activity events;
- Collaborate and deliver activities as part of community events such as National Aboriginal day, Maligomij, Treaty Day. Others to be determined;
- May be required to take training as related to position, i.e. Wilderness First Aid, possibly language classes;
- Maintain sports equipment and keep inventory;
- Attend staff meetings and other meetings as required;
- Network with local organizations and other First Nations to collaborate and partner on potential activities and events
- This is a new position in the community and will evolve in terms of responsibilities and duties over the course of its duration.

#### Qualifications:

- Must have Both, a clear Criminal Record AND a Vulnerable Sector Check;
- Must have Grade 12 or equivalent;
- Knowledge and experience with Mi'kmaq community life;
- Mi'kmaq speaker will be considered a valuable asset;
- In the possibility of equal candidates, preference will be given to Pictou Landing First Nation Band Member

#### Abilities:

- Self-motivated with the ability to work with minimal supervision in a team-oriented setting;
- Excellent communication skills, both oral and written;
- Ability to work well with children, youth, parents of children and youth, adults and Elders;
- Must have a positive attitude;
- Must be reliable, punctual, motivated, friendly, and outgoing;
- Excellent organizational and time management skills;
- Heavy lifting with sports equipment may be required;
- Ability to move, run, jump in coordination with activities will be required.

**Work Conditions:** 35-hour work week, Sunday to Saturday, flexibility on hours depending on planned activities. Will be required to work evenings and weekends, as well as days the Band Office is closed for special activities, such as National Aboriginal Day. This position delivers programs at different locations and in partnership with other agencies. Outdoor program delivery may be required. Requires physical exertion to deliver quality programming. Occasional overnight travel required within the province for training.

Salary: starting salary \$20/hour, depending on qualifications and experience. Begins April 3, 2023 to March 31, 2024. Renewal of contract is dependent on successful year of employment and availability of funding.

**Send resumes, along with a cover letter to: Sheila Francis, Director of Education,  
sheilaf@pictoulandingschool.ca**

**Deadline for resumes is Friday, March 24, 2023, 1:30 p.m. No late applications will be accepted.**

**ONLY QUALIFIED APPLICANTS WILL BE CONTACTED FOR AN INTERVIEW**