



## JOB OPENING

### Extended 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 **July 8, 2026**, via email to [jobpostings@wemindji.ca](mailto: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