



Career Opportunity

Recreation & Sports Coordinator (RSC)
(Full-time Permanent)

Closing:

November 17, 2025

Anticipated Start Date:

Immediate

Salary Range:

\$34,219.00 to \$44,648.00 annually

(Based on Qualifications and Experience)

General Description:

Under the direction of the Recreation Manager, the RSC will be responsible for coordinating and implementing recreation and sports projects, which include being the lead on sporting events that are inclusive of community members and regional teams. In addition, this position creates recreational documents such as, but not limited to, promotional flyers, tournament schedules, and entering and maintaining recreational project reporting data. This position assists with pool operations and rules, ensures safety measures, etc. This position will be required to perform monitoring and fill in duties pertaining to the fitness center as needed.

This position will work a regular schedule of hours with flexible hours during hosted sporting/recreational events and regional/national/international tournaments and games.

Responsibilities:

- Promote healthy living through sports and recreation.
- Ensure a safe and healthy environment.
- Promote and work with departments involved in community-based programs that promote recreation, community engagement, and cultural activities linked to healthy active lifestyles.
- Create new innovative ways to promote active living through project development.
- Develop new relationships with outside organizations for resource and project support.
- Coordinate and be the lead on games, tournaments, and other sporting events, receiving support from the recreation department (e.g., Summer games, Labor Day, NAIIIG, etc.).
- Participate as a committee member for recreation and sporting events projects, including wellness and educational projects linked to sports and recreation.
- Assist in the development of proposals and applications for projects
- Supervise and lead chaperones and volunteers during events, both in and outside of the community.
- Participates in professional workshops, courses, and ongoing learning.
- Fulfill the duties of the Recreation Manager when unavailable for a duration of time.

- Will report and relay information to the Recreation Manager
- Understands and abides by the HR and Financial Policies of Sipekne'katik
- Performs other related duties as assigned by supervisor.

Qualifications and Experience/Skills:

- Certificate, Diploma, or degree in Sports and Recreation, Community Recreation, or Hospitality Management with 1-3 years of experience working in recreation, sports programs, community services, or related areas. A combination of education and experience will be considered.
- 1-3 Years of experience.
- Experience in a variety of sports and other physical activities with the ability to promote interest.
- Time management and organizational Skills.
- Must be dependable, reliable, and self-motivated.
- Ability to work independently and do shift work when required.
- Must be available to work weekends and/or holidays as required through work-based projects.
- Ability to work well with different age groups.
- Proactive, professional, prompt, and reliable attendance to work.
- Work in a noisy and busy environment.
- Required to work outside in various climate conditions.
- Current First Aid and CPR Certificate.
- Experience working in a First Nations Community is preferred.
- Must have access to reliable transportation.
- Criminal Records and Child Abuse Registry checks are required.

Benefits:

This position comes with a variety of benefits including Sick, Personal and Vacation Leave, Health, Dental, Disability and Life Insurance, an Employee & Family Assistance Program and employer matched Pension Plan.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.

Only those applicants who qualify for an interview will be contacted.

