



IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs (MACA)	Regional Recreation Coordinator	
Position Number	Community	Division/Region
21-6545	Fort Smith	Sport, Recreation and Youth

PURPOSE OF THE POSITION

The Sport, Recreation and Youth Division plays a key role in assisting the territorial and community governments in achieving a goal of healthy, sustainable communities. It also contributes to creating a territory-wide base of youth and volunteers who contribute to positive lifestyles in their communities.

MACA is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. The Department accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal transportation logistics and close proximity to an active political environment.

SCOPE

The Regional Recreation Coordinator (Coordinator) position is located in Fort Smith and reports to the Manager, Community Services, in the Sport, Recreation and Youth Division, Department of Municipal and Community Affairs (MACA or the department). The Coordinator has an operational reporting relationship to the Regional Superintendent, and works closely with staff in the regional office.

The incumbent works closely with the Regional Superintendent, South Slave Region to manage responsibilities. The incumbent also works closely with the Manager, Community Services and other staff from the Sport, Recreation and Youth Division to coordinate the Department's



responsibilities. The incumbent is also involved in regional, territorial, national or international initiatives and may report directly to a Manager or the Director, Sport, Recreation and Youth for these activities.

The incumbent is responsible for successful delivery of Departmental sport, recreation, physical activity, youth and volunteer programs at the regional level. The incumbent is also responsible for supporting relations between local and regional governments and organizations and initiatives and programs of territorial sport and recreation-focused organizations to maximize benefits for all NWT residents.

The incumbent is also responsible for working directly with regional youth and in collaboration with the Manager responsible for Youth and Volunteer Leadership to ensure they have access to and participate in leadership development programs.

The incumbent works within and ensures that all programs align to divisional policy and guidelines and processes are performed as outlined in Government of the Northwest Territories financial and administrative regulations and acts, other relevant departmental policy instruments. The incumbent is responsible for assisting with the Department's role in the supporting the broader mandate of the GNWT.

The position is responsible for managing an annual O&M budget of \$40,000 and contribution budget of \$300,000. It also has a direct impact on community government capital and operations expenditures related to recreation.

RESPONSIBILITIES

1. Lead and coordinate community government recreation support to improve the quality of local programming and increased benefits to residents:

- Provide advice and assistance to community government staff (Recreation Coordinators, Senior Administrative Officers (SAO) and / or Recreation Committees) on the management and operation of local recreation programs including but not limited to:
 - Orientation of new community government staff and others on sport, recreation and physical activity in the NWT and the region,
 - Establishing and maintaining a community recreation planning cycle,
 - Establishing and managing an approved community government annual recreation budget,
 - Establishing and managing a local sport, recreation and physical activity calendar of events which includes all related community events (community government and other organizations included),
 - Delivery of community government sponsored programs which reflect the diversity of the community (elders, children and youth, etc.),



- Supporting the operation of other organization programming (i.e. school staff, volunteers organizations, youth centre staff etc.) as appropriate,
 - Regular reporting on activities to the SAO and Council.
- Provide recommendations on and assist in the development of new Division resources and training tools,
 - Provide resources and training to community government staff on the management and operation of local sport, recreation and physical activity programs including but not limited to:
 - School of Community Government courses and tools,
 - Volunteer recruitment, recognition and retention tools,
 - Youth mentoring,
 - Accepted Risk Management practices,
 - Program and policy resources and templates, best practices, user agreements.
- 2. Coordinate support for community governments for recreation infrastructure with the Facility Programs Advisor and regional capital planning, maintenance management and community planning staff to improve the quality of programs offered in those facilities and extend their useful life:**
- Provide advice and assistance on the distinct operation and maintenance characteristics of community recreation facilities, specifically related to swimming pools, arenas, gyms and community halls, canteens, outdoor areas and other recreation facilities,
 - Provide advice and assistance to other MACA staff with responsibilities for community capital planning and maintenance management systems on the distinct operational and planning requirements related to swimming pools, arenas, gyms and community halls, canteens, outdoor areas and other recreation facilities,
 - Assist in the completion recreation facility reviews and provide related advice and assistance on improvements to those facilities,
 - Provide advice and assistance to community governments and other MACA staff with responsibilities for community planning on the important role community design can play in promoting healthy and safe environments,
 - Provide advice on the benefits of sharing and operating facilities between communities, education authorities and others for the benefit of all residents.
- 3. Provide advice and assistance to community and regional organizations in activities that have a goal of supporting the development of healthy, active communities to improve the quality of local programming and increase benefits to residents:**
- Represent the Department with the Regional Recreation Association to provide advice and direction on Department policy related to community recreation program development,



- Provide advice and assistance to other regional organizations that have a role in supporting community healthy living, sport, recreation, physical activity, volunteer and youth programs and services,
- Provide advice and assistance to community government staff on developing and maintaining relations with local organizations that have a role in supporting community healthy living, sport, recreation, physical activity, volunteer and youth programs and services,
- Support and continue to build a network with and between community governments, education authorities and local/regional organizations with the Territorial sport and recreation organizations including the NWT Recreation and Park Association, Aboriginal Sport Circle of the NWT, Sport North Federation and all Territorial Sport Organizations,
- Support community government, education authorities and other organizations access to territorial sport and recreation organizations to access their programs and services for local sport and recreation development.

4. Administer delivery of Department contribution programs in sport, recreation, youth and volunteers that support improved quality of local programming and increased benefits to residents:

- Under the direction of the Manager responsible for Community services and in cooperation with the appropriate Headquarters Manager, administer contribution programs for community governments, education authorities, youth and volunteer organizations and others accessing MACA funding programs,
- Provide advice and assistance to Sport, Recreation and Youth Manager responsible for contribution programs on the development of revised and new funding policies.

5. Coordinate support and advice to educators and education authorities to develop and delivery opportunities to promote active lifestyles, sport and recreation and youth leadership:

- Provide advice and assistance on accessing Department programs that support sport, recreation, physical activity, volunteer and youth development in schools,
- Identify and support opportunities for youth leadership development,
- Identify and mentors youth leaders,
- Identify and support opportunities to provide programming for youth at risk including life skills training,
- Identify and support opportunities to provide youth with means to develop their mental health resiliency skills,
- Provide advice and assistance on the sharing of school recreation and sport facilities with community governments.



6. Coordinate and support the development and growth of traditional Indigenous Games and physical literacy at the regional level to reinforce the importance of cultural values and the physical wellbeing of residents:

- In cooperation with the Aboriginal Sport Circle, regional associations and other organizations, provide opportunities for the development of traditional Indigenous games athletes, coaches and officials,
- Support the development of traditional games programming to facilitate increased participation and interest in sport and cultural activities,
- Support the development and implementation of physical literacy programming to promote healthier lifestyles for residents,
- Work with community leaders, recreation staff, volunteers, youth and elders to build capacity through traditional physical activity including on-the-land and traditional Northern and Dene Games.

7. Assist with territorial, national and international programming to support youth leadership development and help youth choose healthier lifestyle options and become positive contributors to society:

- Support the NWT Youth Ambassadors Program and other youth mentorship initiatives:
 - Assist in the identification of youth who may be interested in participating in the Youth Ambassadors or other territorial, national and international youth leadership development opportunities,
 - Assist with the NWT Youth Ambassadors Program at:
 - Regional and territorial training events,
 - NWT Youth Ambassadors projects,
 - Planning for and evaluation of each NWT Youth Ambassadors project.
- Support and deliver the NWT Youth Tour Program in NWT communities.
- Assist in mentoring and training youth at territorial, national and international events supported by the Department,
- Assist with management of Team NWT at multisport games events,
- Assist with NWT hosting of sport, recreation, youth and volunteer national and similar events,
- Assist with the Department's role in intra-governmental and national/ inter-provincial / territorial policy and program initiatives,
- Assist with inter-regional / headquarters communications, program coordination and team building,
- Assist with interdepartmental implementation of the Healthy Choices Framework,
- Assist with development and implementation of NWT policies in sport, recreation and physical activity,
- Assist with the implementation of interregional programming including but not limited to youth conferences, sport competitions, training events and other projects that support the NWT Active for Life Strategic Framework: 2023-2033.



8. Implement effective human resource development to support youth leadership development and help youth choose to become positive contributors to society and consider careers in the public service:

- Supervise summer students assigned by the Director of Sport, Recreation and Youth.
- Work with the Manager Community Services and Manager, of Sport and Recreation to coordinate summer students in the delivery of sport, recreation and physical activity programs,
- Identify and mentors regional and local youth who may be interested in accessing Department initiatives that encourage youth leadership development and help youth-at-risk choose healthy lifestyle options,
- Assist organizations with development of volunteer development plans,
- Assist MACA's School of Community Government in the development and delivery of Recreation Leader and Recreation Facility Operator Training Programs,
- Assist with and delivers Department training programs,
- Facilitate access to other staff or organizations that have ability to deliver specialized training (Good Governance, Traditional Games, etc.).

9. Assist with the implementation and interpretation of the Department's Accountability Framework with community governments to support to improvement of the quality of local programming and increased benefits to residents:

- Assist the Manager, Community Services, Regional Superintendents and other regional staff in the analysis of community government accountability reports,
- Provide professional advice and assistance to community governments in effectively utilizing the Accountability Framework as it relates to local sport and recreation programming,
- In coordination with Headquarters specialists, provide professional advice and assistance on refinements to and the future development of the Accountability Framework and related evaluation and measurement tools.

10. Provides support to the Regional Emergency Management Organization and the Regional Emergency Operation Centre (REOC) in the delivery of programming related to mitigation, preparedness, response and recovery.

- Assists with the delivery of regional emergency preparedness and response activities and programming, which may include assuming a leadership role in the REOC as Incident Commander, Section Chief, or Liaison Officer during a community emergency event.
- Assists with the delivery of regional emergency recovery programming.



WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent is regularly called upon to respond to local sport and recreation issues that can often involve non-government organizations, residents, and local governments. These issues can include disputes amongst individuals and organizations. As a result, the incumbent must make important decisions and/or recommendations that impact the expenditure of funds, the well-being of individuals and effectiveness of organizations resulting in a high level of stress for the incumbent. Occasional (30%) duty travel which may disrupt home life.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of public recreation, sport, volunteer and youth systems in the NWT,
- Knowledge of recreation facility planning and operations,
- Knowledge of community planning principals and their impact on the development of healthy, active communities,
- Knowledge of program planning, leadership training and facility planning principles and procedures,
- Knowledge of legislation, roles and responsibilities of elected councils, recreation committees and recreation staff,
- Knowledge of evaluation processes and procedures and their use in adapting programming.
- Skills working in small groups as a leader/facilitator,
- Leadership skills to support and assist recreation committees, community volunteers and participants to manage local recreation, sport, volunteer and youth programming,
- Skills in facilitating, negotiating, analyzing and encourage program delivery,
- Financial management skills,
- Computer skills with spreadsheets and the Microsoft Office Suite,
- Communications skills (written, verbal and plain language),
- Interpersonal skills,
- Mentoring skills.



- Ability to analyze community government recreation, sport, volunteer and youth problems,
- Ability to consider the options and develop alternative solutions for problems,
- Ability to motivate others to take action,
- Ability to manage time, set priorities and make decisions,
- Active listener,
- Strategic thinker.
- Ability to effectively work with a wide range of stakeholders including community governments, department officials, and other organizations.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of a Bachelor's Degree in recreation or sport or related field and 2 years with directly related experience of delivering sports and recreation programming, whether paid and/or volunteer,

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) Intermediate (I) Advanced (A)
READING COMPREHENSION:
Basic (B) Intermediate (I) Advanced (A)
WRITING SKILLS:
Basic (B) Intermediate (I) Advanced (A)
- French preferred

Indigenous language: Select language

- Required
- Preferred