



# Snuneymuxw

First Nation

[www.snuneymuxw.ca](http://www.snuneymuxw.ca)

## JOB POSTING

### Recreation Worker

1 Part-Time, Permanent Position

1 Part-time, 3-month term position with possibility for extension

Wage: Starting at \$20.60 per hour

## JOB OVERVIEW

Under the direction of the Recreation Manager, the Recreation Worker devises and implements recreational activities and maintains Multi-Use Building (MUB) equipment. The Recreation Worker is responsible for assisting with the planning, setting up, and implementing of recreational activities for Snuneymuxw members of all ages, assisting participants with special needs, and maintaining recreational equipment.

## JOB RESPONSIBILITIES

As Recreation Worker, you will be responsible for the following duties:

1. Plan and organize activity programs for Snuneymuxw members of all ages, under the supervision of the Recreation Manager.
2. Set up activity equipment such as tables, instruments, electronics, and work within youth programs and field trips.
3. Maintain and clean recreation equipment and facilities.
4. Assist Recreation and Youth Program staff in set-up and conducting sports, games, and community events.
5. Assist participants during activities and youth drop-in hours.
6. Collect payments of fees and deposits (cash and with POS device) and reconcile daily.
7. Act as a role model by using positive and respectful communication, as well as maintaining a healthy, active lifestyle.
8. Perform administrative tasks such as filling out paperwork and answering telephones.
9. Ensure participants' safety.  
Perform other duties as assigned.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comfortable working with people of all ages and backgrounds.
- Strong creativity and socialization skills.
- Strong organizational skills with proven ability to effectively prioritize workflow.
- Excellent verbal and written communication skills.



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- Skilled user in various software applications such as MS Office applications and any other work-related software.
- Ability to exercise good judgement, show initiative, and be proactive.
- High standards of ethics and confidentiality to handle sensitive information.
- Strong interpersonal skills and ability to handle conflict in a professional manner.
- Considerable knowledge of recreation principles, practices, techniques, policies, and methods.
- Knowledge of Snuneymuxw teachings and knowledge systems.
- A commitment to on-going professional development and continuous learning.

## MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completed high school diploma or GED required.
- Valid First Aid Level 1 with AED certification required.
- Experience working in a municipal setting, or a First Nation community is preferable.
- Experience handling cash and using POS devices is an asset.
- Experience with First Nations recreation activities and/or administration is an asset.

## SPECIAL REQUIREMENTS

1. Must be able to obtain and maintain a satisfactory *Vulnerable Sector* Criminal Record Check
2. Must be able to maintain strict confidentiality in performing duties and demonstrate personal attributes of integrity, respect, trust, honesty, compassion and accountability.
3. Must be able to work effectively in a variety of settings and in a cross/cultural situation and be knowledgeable of the services available in the community.
4. Must demonstrate strong morals and ethics.
5. May be required to work additional hours to meet operational needs when necessary.
6. Must conduct themselves in a friendly, courteous, and professional manner.
7. Must show a positive and helpful attitude and demonstrate to be trustworthy, dependable, and punctual in all workplace activities.
8. Must provide copies of professional certificates/designation.

Please submit your current resume and cover letter to:

[HR@snuneymuxw.ca](mailto:HR@snuneymuxw.ca)

**Application Deadline: May 21, 2025 at 11:59PM PST**



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## Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

### **Achievement**

Deliver what matters

Ensure clarity of direction and unity of purpose

Inspire excellence and strive for outstanding results

### **Collaboration**

Work together to build successful teams and partnerships

Be open, inclusive and share knowledge

See, provide, and act on feedback

### **Community**

Know our community and put them first

### **Commitment**

Listen to and understand community needs

Be responsive, close the loop and deliver on promises

### **Integrity**

Own your actions, successes, and mistakes

Act with transparency, honesty, and respect

Do what you say you will do

### **Innovation**

Look for ways to improve and create positive change

Think broadly and take a wider viewpoint

Be responsive to new ideas and opportunities