University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Aboriginal learners and mature students.

The Position: The Recreation Coordinator is responsible to organize intramural activities, fitness programs, and special events for University College of the North students. Liaison will take place with various groups (Student Council, Recreation Committee) within the University College to host positive recreation opportunities and options for students enrolled at University College of the North (The Pas).

The Recreation Coordinator will instruct some fitness, health and physical education classes for UCN programs as required. The Recreation Coordinator is also responsible for booking and scheduling non-profit community tournaments and events as requested.

Qualifications:
- Post-secondary education in Recreation Studies or Physical Education degree (teaching background with a health/wellness/sport credentials)
- A combination of education and experience as it relates to this position may be considered
- Several years' progressive experience in relevant settings, preferably at least five years' or more experience
- Knowledge of University College of the North
- Leadership role in planning many special events, recreation and sports programs
- Demonstrated organizational skills
- Excellent critical thinking skills
- Excellent computer skills
- Problem solving and decision making skills
- Excellent communication skills
- Highly developed interpersonal competencies and group process skills
- Must be able to set priorities, meet deadlines and arrange own workload
- Demonstrated ability to understand and to deal with issues specific to Aboriginal learners and mature students in northern communities
- Personal experience and/or knowledge and understanding of Aboriginal cultures

Assets:
- The ability to speak an Aboriginal language
- Previous experience working in a post-secondary environment
- Management training

Conditions of Employment:
- Candidates must be legally entitled to work in Canada
- Must be willing to work flexible hours and work independently
- Valid driver’s license
- Criminal Record Check and Child Abuse Registry Check
- First Aid and CPR Training

Applicants must provide a cover letter, résumé, references and copies of their transcripts with their application. Applicants must demonstrate on their résumé how they meet the qualifications.

Representative Workforce (formerly employment equity) is a factor in the selection process. Preference will be given to Aboriginal candidates.

Applicants are invited to indicate in their covering letter or résumé if they are from any of the following groups: Aboriginal people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Competition Number: 18-057
Closing Date: June 22, 2018
Salary Range: $32.03 to $38.38 hourly, plus remoteness allowance

Apply to: University College of the North, Attention: Human Resources
P.O. Box 3000
The Pas MB R9A 1M7
Fax: (204) 623-4414
Email: hrinfo@ucn.ca (preferred format)

We thank all applicants for their interest, but only those selected for an interview will be contacted.

Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

For more information and other employment opportunities, visit www.ucn.ca.