



## **MAIN RESPONSIBILITIES**

*(List and describe, in order of importance, the **main functions or responsibilities** of the position and its expected **results**.)*

- Assist in planning and implement recreation activities for students at designated times.
- Handle money within the set budget for recreation activities.
- Schedule recreation activities allowing for staff and student procedures to be understood
- Train lodge staff on recreation procedures.

### **Other related duties**

- Keep up to date with policies memos, announcements and student/staff concerns of school and lodge
- Constant focus and effort towards SEC vision and goals
- Awareness of staff well being
- Must know all of the Youth Care Leaders Standards

## **PROFESSIONAL RELATIONSHIPS**

*(Describe situations or areas in which the incumbent must consult and/or collaborate with other people **inside or outside** the company. Note any committees of which he is a member.)*

- Provide updates and information to Recreation Coordinator
  - Provide support as required to all staff regarding recreation activities
  - Support and co-operate with all staff at SEC
  - Ensure full support/co-ordination of activities with SERDC as required.
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## **MAIN CHALLENGE OF THIS POSITION**

*(Describe the main challenge the incumbent faces that makes objectives difficult to achieve.)*

- Dealing first hand with student engagement (promoting recreation activities)
- Establishing a recreation routine.
- Including all students in recreation activities (pending budget, transportation etc)

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**WORKING CONDITIONS**

*(Describe any hazardous or unpleasant conditions **inherent** in this position. They could be related to the physical or psychological environment, or to the physical or sensory effort required in the job.)*

Physical Effort	Above normal
Physical Environment	Above normal
Sensory Attention	Above normal
Mental Stress	Above normal

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**QUALIFICATIONS** (for information only)

*(Indicate education, specialized training and special abilities required for this position.)*

Computer Skills

Recreation experience

Experience in working with youths

Experience working within a budget

Time management skills

First Aid/CPR

Work effectively under stress

Ability to speak a First Nation Language an asset (Ojibwe, Cree, Oji-Cree)

Class 4 Drivers Licence is an asset