



Splatsin Job Description

Job Title	Recreation Programs and Events Assistant (Summer Student)
Reports To	Recreation Manager
Department/Team	Recreation
Effective Date	2024

Position
<p>The Recreation Programs and Events Assistant (Summer Student) will support and assist in the delivery of recreation programs and events for Splatsin Recreation and the Splatsin Centre. The requirements of this position may include nonstandard hours of work; however, a typical work week will include 32 hours per week, Monday through Friday (may be adjusted to include Saturday and Sunday as required) at a rate of \$18.50 per hour. The goal of this position is to expose the student to a wide range of responsibilities and opportunities within the Splatsin Recreation Program and Splatsin Centre to gain multidisciplinary work experience.</p>

Key Result Areas and Tasks
<ul style="list-style-type: none"> • Maintain a positive attitude • Assists Recreation Team with the facilitation and supervision of recreation programming for Splatsin Children • Lead or assist with various activities, such as games, arts and crafts, and sports • Assists with the setups, takedowns, and supervision for bookings and events at the Splatsin Centre • Various maintenance duties as assigned such as vacuuming, sweeping, mopping, and general cleaning tasks around the Splatsin Centre • Modelling positive behaviour that contributes to a safe and healthy environment for Splatsin • Integrate Splatsin/Secwepemc culture and values in day-to-day practice • Assists Recreation Manager and Coordinator as needed or assigned

Relationships and Supervision

- Reports to the Recreation Manager
- Supports and positively interacts with Splat'sin Community Members including families, youth, and children
- Works and builds relationships with Splat'sin employees, Kukpi7 and Tkwamipla7a, and community members as required

Knowledge of Tools and Equipment

- Office equipment including computer, phone, calculator, copier, scanner, fax machine, laminator, shredder, etc. when required to fulfill job duties
- Software systems such as Microsoft Office

Work Environment

- This position will involve duties taking place in various elements, both indoors and outdoors
- The position requires individuals to work with a variety of people including but not limited to community members, families, children, and youth

Position Requirements

- First Nations and Inuit secondary and post-secondary students age 15 and 30 years old as per grant agreement
- Resident on reserve or in recognized communities or on community lands
- Must have been a full-time student in 2023/2024 and intend to attend in 2024/2025
- Positive and friendly attitude
- Ability to work independently and as part of a team
- Must successfully pass a criminal record check with vulnerable sector (subject to age of candidate)
- Ability to be flexible with varying assigned tasks and hours