



RECEIVED  
03/11/09

## BLOOD TRIBE RECREATION & PARKS

Box 209  
Standoff, AB T0L 1Y0

Phone: (403) 737-3868  
Fax: (403) 737-2713

### Summer Career Placement (HRDC/ INAC)

#### Job Description

##### Job Title:

- Summer Recreation Programming Coordinator(s)

##### Task & Responsibilities:

- Plan, Assess, Develop, Implement, Evaluate Youth Activities
- Supervision of Children aged 17 & Under
- Budget Preparation
- Fund raising
- Recruitment of volunteers
- Other duties as assigned by Director
- Must be able to work evenings and weekends

##### Education/ Qualifications:

- Minimum Grade 12
- Valid Driver's License and access to own transportation
- Knowledge of Recreation Programming & concepts
- Working Knowledge of computers & software (Spreadsheets, Word Processing)
- Must possess and understanding of Blackfoot Language & culture
- Must be able to work with minimal supervision
- First aid/ CPR Training

This position will provide the successful applicant with the opportunity to gain valuable and practical work experience in the field of Recreation. This position will be of great interest to a person who may consider a career in the Recreation Industry with the emphasis on programming for youth recreational activities.