



AOPFN EMPLOYMENT OPPORTUNITY

Recreation Coordinator

Department: Sports & Recreation

Supervisor: Manager, Sports & Recreation

\$43,901.00 - \$48,458.00 annually - Based on Experience & Education

2 yr contract 2026 to March 31, 2028

Deadline to Apply: Friday, May 8th, 2026 at 4:00PM

The Recreation Coordinator will provide sports and recreation information, along with basic instruction, to all community members accessing programming. They will carry out all duties in a manner that maintains complete confidentiality, recognizing the privacy rights of all community members. At all times, the Coordinator will represent the views, opinions, and policies of the Council of the Algonquins of Pikwakanagan in a true and unbiased manner. Additionally, they will develop and maintain strong working relationships with governments, agencies, Indigenous organizations, associations, and business partners connected to the Algonquins of Pikwakanagan.

DUTIES AND RESPONSIBILITIES:

1. Service Delivery

- Assist all age groups participating in activities and programming at the Makwa Centre and out areas.
- Assist youth at risk targeting inactivity, offer motivation and encouragement to all participants
- Prepare, plan and implement safe effective sports and recreation programs and activities for all community members
- Keep up to date on new information, innovative trends in the sports and recreation field.
- Create incentive programs and activities to get community members motivated and involved.
- Ensure advertising and promotion of all sports and recreation programming and activities.
- Works as a member of the Sports & Recreation team providing support and assistance in all areas as needed throughout the department.
- Ensure a clean, sanitized workspace and overall clean facility area such as main gym and fitness centre in partnership with the Maintenance and Custodial worker in the Sports & Recreation department.

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- College diploma in Sports/Recreation field with one years' work experience.
- Various field certificates, combined with experience working with people in a sport/recreation environment.
- Grade 12 diploma with work experience in the sport/recreation field.

How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

Subject Line: Recreation Coordinator

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

Screening Procedure: Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
 - (Permanent EE only)
- Starting at 10 Paid Sick Days
- 4% Vacation
- Holiday Shutdown
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
 - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.