



# AOPFN EMPLOYMENT OPPORTUNITY

## Community Aboriginal Recreation Activator

**Department: Sports & Recreation**

**Supervisor: Manager, Sports & Recreation**

**Starting at \$24.12 hourly - Part Time - 20 hrs/ week - 1 yr Contract**

**Deadline to Apply: Friday, April 24<sup>th</sup>, 2026 at 4:00PM**

The Recreation Activator is responsible for planning, developing, and delivering community-based recreation, sport, and physical activity programs. The role supports and leads community and fundraising events in collaboration with the Sports and Recreation Department. Programming is designed to be inclusive, culturally relevant, and appropriate for all age groups.

### **DUTIES AND RESPONSIBILITIES:**

#### **1. Service Delivery**

- Plan, develop, implement, and evaluate community-based recreation, sport, and physical activity programs for all age groups
- Design and deliver culturally relevant and engaging programming, including traditional games, camps, and activities
- Organize and participate in recreational, sporting, and community events
- Ensure programs are inclusive, accessible, and responsive to community needs and interests
- Maintain inventory of recreation equipment and supplies

#### **2. Quality Management**

- Ensure all programs and services align with departmental policies, procedures, and standards
- Participate in required training, including Activator sessions, professional development, and CPR/First Aid/AED certification

**For full Job Description please email [hr@pikwakanagan.ca](mailto:hr@pikwakanagan.ca)**

### **REQUIREMENTS:**

- Plan, develop, implement, and evaluate community-based recreation, sport, and physical activity programs for all age groups
- Design and deliver culturally relevant and engaging programming, including traditional games, camps, and activities
- Organize and participate in recreational, sporting, and community events
- Ensure programs are inclusive, accessible, and responsive to community needs and interests
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### **CONDITIONS OF EMPLOYMENT:**

- Provide an acceptable Vulnerable Sector Check, annually
- Provide a current First Aid/CPR AED Certificate; annually
- A minimum of a class "G" drivers license and access to a dependable vehicle, as asset.

## 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: Community Aboriginal Recreation Activator

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.