

DIRECTOR OF PROGRAMS

On behalf of our client, Hamlet of Kugluktuk, we are seeking a Director of Programs to join their team in Kugluktuk, Nunavut. Hamlet of Kugluktuk is a community-based organization that collaborates with the people and community partners to develop and offer personal and recreation services for their community.

Reporting to the Senior Administrative Officer, the Director of Programs is responsible to conduct ongoing community needs assessments, initiate, supervise, evaluate, deliver, manage, and supervise recreation and prevention programs and services that focus on the physical, social, emotional, and financial wellness of the residents of Kugluktuk ensuring that all programs, services and resources are delivered in an effective, and timely manner according to current legislation, policies and procedures.

Key Responsibilities

Work with the Director of Community Wellness, to initiate, direct and carry out human resource management functions of the department; activities will include;

- Provide on the job training and development activities for new and existing staff and volunteers
- Provide service delivery, specifically to retention, recruitment, selection, training, and performance evaluation
- Monitor monthly cash flow, plan and schedule activities to ensure community recreation activities have adequate resources, materials, supplies and staff
- Work with the Director of Wellness to review children and youth development
- Maintain accurate and written records of all hall rentals and to post the monthly schedule in the office

Ensure effective, efficient and professional delivery and management of programs and services; activities will include;

- Conduct formal needs analysis of the recreation program as required
- Develop programs and services to meet the needs of the community
- Oversee all program and service delivery, and to ensure a recreation schedule effectively utilizes community recreation facilities, providing appropriate activities for the community
- Establish and maintain a positive relationship with other service agencies; enlist elders to help teach and deliver cultural teachings and programs to children and youth within the community
- Plan, coordinate, and monitor staff workloads and priorities
- Ensure residents have access to activities by effectively promoting, advertising and marketing the activities
- Keep current of programs being offered
- Participate in staff meetings

Ensure safe, efficient operation and maintenance of the community recreation facilities; activities will include;

- Responsible for the organizing and supervision of all recreation staff and volunteers
- Responsible for the supervision and maintenance of recreation facilities and facility staff
- Supervise the installation of the ice and artificial turf as required
- Prepare operating budgets for all community recreation facilities
- Act as a knowledgeable community resource person with respect to recreation and leisure activities

Develop the organizational requirements for the minor and community sports; activities will include;

- Coordinate the training required by coaches and volunteers
- Establish and communicate with appropriate sport governing bodies seeking assistance and support
- Monitor activities of the minor and community sports organizations
- Coordinate competitive and national competitions and activities as hosted in Kugluktuk
- Develop and implement a training schedule for the Recreation Leadership Program as required.
- Provide supervision and direction to the students while providing on the job experience and training
- Perform other related duties as required

Skills and Qualifications

- Knowledge and experience of sport, recreation, cultural activities, program skills and planning
- Knowledge of recreational facility maintenance and scheduling
- Strong leadership, supervisory and management skills
- Strong analytical, problem-solving and decision-making skills
- Excellent verbal and oral communication skills
- Ability to deal effectively with people in difficult situations
- Effective public relations and public speaking skills
- Have research and program development skills
- Have strong time management skills
- Ability to safely operate a variety of equipment and machinery
- Flexibility to work irregular work hours as required
- Must possess a valid Driver's License (minimum Class 5)

If you are interested in learning more about this exciting opportunity, please forward your resume to applicants@mnp.ca