



JOB POSTING

Title: Community Activator
Reports to: Recreation Manager
Terms: Full-Time contract until March 31, 2026.
(Depending on funding)
Hours: 35 hours per week
(some weekends and evenings required)
Salary: \$21.55 per hour (dependent on qualifications)
Location: Recreation Department

Position Summary:

The Community Activator will provide quality recreation and physical activity opportunities for community members of Saugeen First Nation under the C.A.R.A. Program.

Duties:

- Serve as a role model by practicing personal wellness
- Plan, schedule, organize, advertise, and conduct recreational, athletic, fitness and sports activities
- Offer consistent approach to regular programming to allow habits to form
- Establish a volunteer committee tied to awareness, physical activity, and overall healthier lifestyles
- Conduct a needs assessment through a questionnaire to identify needs
- Follow Fundamentals for Life & Canada's Physical Activity Guidelines
- Assemble, maintain and repair sports and game equipment
- Instruct/Lead groups and individuals in recreational/leisure programs
- Provide lifestyle awareness workshops
- Monitor recreational, sports or fitness activities to ensure safety and provide emergency or first aid assistance when required
- Enforce safety rules and regulations
- Maintain records and prepare reports and assessments
- Complete required fund reporting for CARA Program Guidelines in conjunction with the Recreation Manager and Finance
- Other related duties as assigned

Qualifications:

- Diploma in Recreation, Leadership or Physical Education preferred
- May accept Grade 12/GED with relative experience
- Experience in recreational and sports programming activity
- Knowledge of computers for financial reporting, making advertisements, compiling data, sharing information, etc.
- Friendly, outgoing, and energetic
- Flexible work schedule and available to work evenings and weekends
- Willingness to take required training
- First Aid/CPR, along with WHMIS (or willingness to obtain)
- Ability to travel as required, mandatory class G driver's license, access to reliable transportation; work towards obtaining a class F driver's license

Applications MUST include:

- Current covering letter

- Current resume including current contact information (phone number and email address if available)
- Three names of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday, May 2, 2025 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview
Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a current Criminal Record Check including Vulnerable Sector Screening as a condition of employment

Office: HR Department, 519.797.2781 ext.1110

By E-Mail: [Candice Ruhl@saugeen.org](mailto:Candice.Ruhl@saugeen.org)

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