



EAGLE LAKE FIRST NATION

"Where the Eagle will continue to soar and develop with the Ojibways of Eagle Lake"

P.O. Box 1001 • Migisi Sahgaigan • Ontario • P0V 3H0 • Tel. 807-755-5526 • Fax. 807-755-5696

Community Aboriginal Recreation Coordinator

The primary purpose of Eagle Lake First Nation's Community Aboriginal Recreation Activator Program (CARA) program is to increase opportunities for physical activity through sports and recreation. The CARA program will promote, co-ordinate and deliver recreational activities for children, youth, adults and Elders to help prevent chronic illness, and obesity by implementing sport and recreation programs mobilizing the community to be more physically active and to build stronger social connections across the ages and generations. The

Recognizing that each community may have unique needs, interests and circumstances, Activators can assume any number of roles when providing programs in the community. Activator will promote a sense of belonging, help those struggling with their identity and promote inclusiveness that will give all age groups a sense of purpose, promotes inclusiveness and engagement. Encouragement will help participants build self-esteem, gain trust and respect through listening, caring, helping, accountability and respecting individuality.

The CARA will coordinate structured recreational programs for Children, Youth, Adults, Elders residing within the First Nation Community. Coordinated and consistent programs will be delivered to community members of Eagle Lake First Nation. The CARA will consult with key staff to ensure all recreation programs meet the needs of our target groups and those with special needs.

Key Roles and Responsibilities:

- Provide an updated work plan based on recreational and physical activity program needs in your community
- Deliver community-based recreational and physical activity programs based on community's needs and interests
- Continuous evaluation and improvement of the CARA Program based on community input/feedback
- Provide a variety of programming for all age groups and track attendance throughout the year
- Complete required interim and final activity and financial reports annually
- Promote CARA programming in the community
- Increase volunteer participation through recruitment, training and recognition
- Build partnerships with groups, organizations, and departments to increase recreation and physical activity opportunities for the community
- Attend the Annual Training Session and regional trainings
- Participate in at least one (1) self-identified professional development opportunity per year beyond the Annual Training Session and regional trainings
- Develop monthly calendar and post on community web site and provide to parents
- Coordinate travel for participation/involvement of local sports activities
- Develop safety plans, emergency response plans/protocols to ensure safety of all participants.
- Ensure availability of signed consent forms, participant registration and parent/emergency contact information. and parent consent forms
- Document numbers participant involvement at all recreational programs

- Assist in updating or expanding a community profile if one does not already exist Assist in the coordination of site visits as requested by the Regional Development Advisor
- Determine age-appropriate grouping and appropriate recreational activities
- The CARA Worker will establish working relationships with Migisi School Staff, Health Centre Staff, parents, volunteers to ensure a teamwork approach in delivering recreational programs for our target group
- Establish a recreation Committee to offer program support
- Complete all necessary reporting requirements and attend scheduled meetings with Funder
- Recruit volunteers.
- Deliver programs that help decrease obesity and other chronic health conditions through recreation and sports
- Target children, youth, adults, and Elders and deliver age-appropriate recreation activities
- Attend training related to the CARA program
- Setup a community web page/Facebook page for information and promotion of program activities.
- Consistent recording/documentation of participant numbers for reporting purposes to meet all program reporting requirements
- Order supplies and monitor inventory
- Consultation and prior approval from Health Director prior to all purchases
- Complete time sheets and forward to Health Director for payroll purposes.

Qualifications

- Recreation certification is an asset
- Grade 12 diploma
- Valid certification if First Aid/CPR
- Previous experience working with varies age groups
- Previous experience in developing recreational programs
- Experience working with special needs individuals and those with mobility issues
- Experience preparing posters, documenting data and reporting to program funders
- Ability to communicate effectively with others
- Must be accountable, reliable, make effective decision making
- Must be respectful at all times, compassionate and build trusting relationships with parents, elders and participants
- Must be willing to work days, evening, weekends to accommodate recreational program needs.
- Must possess a valid drivers license
- Must provide a Police and vulnerable persons check

Please forward your resume and three references to;

Attention: Reception

Eagle Lake First Nation

P.O. Box 1001

Migisi Sahgaigan, Ontario

P0V-3H0

Fax; 807-755-5696

Phone: 807-755-5526

