



## **Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Government**

### **Community Recreation Coordinator (CRC) – 2 Positions**

The KCFN Community Services Dept continues to grow & has rewarding opportunities for 2 **Community Recreation Coordinators** (one based in Campbell River & the other in Houpsitas). Reporting to the Manager of Muscim Services, the CRC is a key member of the Community Services Team. He or she is responsible for planning, organizing, & facilitating a variety of social & recreational activities for not only the youth & Elders – but for all KCFN members. The CRC takes a lead in creating, developing & delivering a vibrant calendar of activities. These activities are designed to promote emotional, physical, and social well-being.

#### **Duties/Tasks/Responsibilities:**

The duties and responsibilities of the CRC include (but are not limited to):

- Plan/develop engaging diverse programs - including social, recreational, cultural & educational activities, tailored to the specific needs & interests of the community
- Develop/coordinate exciting after school, spring break & summer activities
- for youth
- Develop/coordinate activities to bring together youth and elders on a regular basis
- Plan, schedule & coordinate activities on a monthly basis
- Record & report on activity participation on a weekly basis
- Maintain a supply of crafts, books, magazines, puzzles & games
- Organize & oversee various events - including outings, special events, & regular activities, ensuring smooth execution & participant satisfaction
- Assist visitors (such as FNHA) with coordination of their events in community
- May be asked to assist with other KCFN events
- Participate (and sometimes lead) fundraising activities
- Manage budgets, supplies, & equipment related to activities - including inventory, ordering, & maintenance
- Source-out/create a list of knowledge keepers & cultural teachers for cultural activities in Community
- Source-out & secure vendors/suppliers for various activities/events
- Promote activities through various channels, providing information to participants, and engaging with community members to increase participation
- Maintain open communication with parents/guardians and liaise with outside agencies & schools
- Create engaging media presentations to promote activities on KCFN social media

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**Dwayne Worthing, Chief Human Resources Officer**

**KCFN Human Resources Dept**

**1250-C Ironwood Street, Campbell River, BC, V9W 6H5**

**Tel: 250-287-2775**

[www.kyuquotbc.ca](http://www.kyuquotbc.ca)

Platforms/newsletters

- Identify community members who may need other KCFN services & refer them accordingly (i.e. wrap-around team, counselling, cultural support, school advocate)
- Provide one-on-one support & mentorship to youth, helping them to grow & thrive
- Ensure the safety & well-being of all participants during activities - including addressing potential issues & administering first aid if necessary
- Provide trauma informed care to members by creating a safe & supportive environment by identifying trauma related behavior & provide supports through awareness, education and referral pathways
- Evaluate the effectiveness of programs & activities
- Make adjustments & improvements to enhance participant experience
- Provide group work/structure through the use of guided group interactions to address daily living problems or conflicts among group members that promote positive personal growth
- Manage financial documentation, create/submit cheque requisitions, complete monthly reports, contribute to grant and proposal writing, and maintain shared activity calendars

**Qualifications:**

- Diploma or certificate in event management, recreation, youth care, elder care or similar field – *strong asset*
- 2+ years working in a similar role/industry – *strong asset*
- Experience using Office 365, Google docs, Adobe and other software programs
- Strong organizational, communication and conflict resolution skills (trauma informed)
- Experience working with First Nation organizations (in a remote setting)
- An understanding and appreciation of Nuu-chah-nulth culture/Ka:'yu:'k't'h' language/protocols

**DATE POSTED:** July 15, 2025

**START DATE:** ASAP

**STATUS:** Permanent (20 to 35 hrs per week)

**CLOSING DATE & TIME:** Open until filled

**WAGE:** \$22-\$23 per hr + benefits/pension/EAP

**BASED OUT OF:** Campbell River & Houpsitas

**TO APPLY:** E-mail cover letter & resume to: *Ashley Dicas, HR Coordinator*, at [ashleyd@kcfirstnations.com](mailto:ashleyd@kcfirstnations.com) citing “CRC” in the subject heading of your e-mail.

***In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants.***

***We thank all those who apply, however only those shortlisted will be contacted for interviews.***

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