

DAWSON CITY, YUKON

RECREATION COORDINATOR

Permanent Full-Time Position



The City of Dawson is seeking applications for a Recreation Coordinator. Reporting to the Parks & Recreation Manager, the Recreation Coordinator is responsible for coordinating the effective delivery of recreation, leisure and sport programs and activities for residents as directed by the *City of Dawson Parks and Recreation Master Plan*.

These duties include the research, planning and implementation of a variety of in-house and third-party programs, workshops and events for all ages and residents of Dawson City throughout the year; coordinating with user groups, including the creation of agreements, schedules, and provision of ongoing support to assist them in achieving our communal recreation objectives; preparing and troubleshooting online and in-person registration; communicating internally and externally to ensure proper information is delivered in a variety of formats, including website updates, poster creation, social media monitoring, and radio public service announcement; researching, applying and reporting on grant applications; general administration duties; provision of overall support for the Parks and Recreation Manager in the planning and implementation of departmental projects and duties.

If this position interests you, please submit your resume and cover letter clearly demonstrating the qualifications outlined below, as selection for further consideration will be based solely on the information you provide.

Certifications:

- Grade 12 graduation
- Post-secondary education in Recreation or related field, or an equivalent combination of education and experience
- Minimum 2-years' experience in community recreation or related field
- Computer proficiency, including word-processing and spreadsheets
- Ability to plan, direct, develop, implement and evaluate programs, policies and procedures
- Experience in event coordination and community planning
- Research and program development skills
- Considerable volunteer experience
- Good knowledge of funding agencies and associated requirements
- Excellent written and verbal communication skills, presentation and listening communication skills
- Experience in conflict management and mediation
- Ability to provide strong leadership, motivate people and manage stress effectively
- Decision making, problem solving, organizational and time management skills
- Knowledge of risk management in a recreation setting
- Ability to follow established municipal procedures and policies
- Ability to work effectively as part of a team, receive direction and work independently
- Discretion, tact, compassion, good judgement and cultural sensitivity
- Ability to establish and maintain professional working relationships with staff, and the public
- Class 4 Drivers License
- Standard First Aid, Level C CPR and AED Training

Conditions of employment:

- Clear RCMP Criminal Reference and Vulnerable Sector Check

A job description is available upon request.

Closing Date:

This posting will remain open until filled; however, first consideration will be given to applications received before **2pm, Thursday April 24th, 2025**. Applications to this position may be submitted by mail or email to the following:

Shelly Musyj, Human Resources

PO Box 308
Dawson City, Yukon Y0B 1G0
hro@cityofdawson.ca

Salary & Benefits:

This is a Union position, salary and benefits shall be in accordance with the Collective Agreement. The position is classified as level 4 with a salary range of **\$70,259 – \$84,313** plus benefits.

In accordance with the Collective Agreement, internal candidates will be given first consideration.

We thank all applicants, but only those selected for further consideration will be contacted.

To learn more about our community and what we have to offer please visit our website at www.cityofdawson.ca