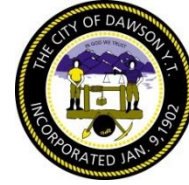


# THE CITY OF DAWSON



Box 308 Dawson City, YT, Y0B 1G0  
PH: 867-993-7400, FAX: 867-993-7434  
[www.cityofdawson.ca](http://www.cityofdawson.ca)

## CASUAL/ON-CALL EMPLOYMENT OPPORTUNITY Recreation Assistant Programmer

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**Term Period:** November 18, 2019 – May 15, 2020

This casual/on-call position is responsible for assisting with the planning, organizing, implementing and evaluation of recreation and leisure programs for the residents of Dawson. The Recreation Assistant Programmer will also be responsible for providing the community, particularly youth, an opportunity to participate in a wide range of recreational and leisure activities. The Recreation Assistant Programmer must ensure a safe, healthy and positive environment for all programs and uphold the Recreation Department's rules, guidelines and policies.

**Qualifications:** Please submit your cover letter and resume clearly demonstrating how you meet the following qualifications:

### **Knowledge & Skills:**

- Standard First Aid, CPR Level C and AED training
- Class 4 driver's license an asset
- Knowledge/experience of recreational programming, implementation and delivery
- Knowledge of child development
- Experience in formal or informal education with children and/or youth
- Good supervisory and organizational skills
- Good communication skills, both oral and written
- Ability to work effectively as part of a team, receive direction and work independently
- Ability to establish and maintain professional working relationships with staff and the general public
- Ability to resolve conflict and foster unity

### **Conditions of employment:**

- Clear RCMP Criminal Reference and Vulnerable Sector Check
- Mandatory confidentiality is a condition of employment for all City of Dawson personnel

### **Salary and Benefits:**

This is a Union position. Salary and benefits shall be in accordance with the Collective Agreement. The position is classified as level 1 with a starting wage of \$22.48. Evening, weekend and holiday work may be required.

### **Closing Date: This position is open until filled**

Applications may be submitted by email marked "Personal and Confidential" to: [hro@cityofdawson.ca](mailto:hro@cityofdawson.ca),  
or by mail to: Attn: Amanda King  
City of Dawson  
Box 308, Dawson City, YT  
Y0B 1G0

**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.**