



CONSTANCE LAKE FIRST NATION

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Employment Opportunity

Position	Recreation Manager
Competition #	RMGR-10-2025
Salary Range	\$70,900 - \$90,920
Location	Constance Lake First Nation
Posted	August 21, 2025
Closed	September 4, 2025 @ 4:00pm

POSITION SUMMARY:

Constance Lake First Nation is seeking a Recreation Manager to oversee the development, coordination, and evaluation of recreation, sport, health, and cultural programming for our community. This role emphasizes culturally grounded activities that support the physical, mental, emotional, and spiritual well-being of our members. Oversees daily arena operations, scheduling, facility upkeep, and delivery of recreation programs and events.

PREFERRED QUALIFICATIONS:

- Minimum: High school diploma. Preferred: Post-secondary education in recreation, Indigenous studies, social services, or a related field.
- Experience delivering recreation or youth programming, preferably in a First Nations community.
- Knowledge of and respect for Indigenous traditions, languages, and customs.
- Experience working with elders, cultural advisors, and community stakeholders.
- Strong organizational, planning, and time-management skills.
- Excellent verbal, written, and interpersonal communication.
- Leadership and team-building abilities.
- Computer proficiency (MS Office, budgeting, and reporting tools).
- Ability to work independently and as part of a team.
- Valid Ontario Class G driver’s license and access to a vehicle.
- Ability to lift/move program materials (~50 lbs).
- Criminal Record Check (including Vulnerable Sector).
- Flexibility to work evenings, weekends, and extended hours as needed.
- First Aid/CPR and fitness certifications, and Indigenous language skills are assets.

DUTIES AND RESPONSIBILITIES:

- Manage arena operations and lead programming.
- Plan, implement, and evaluate a wide range of recreation programs, from traditional and land-based activities to modern sports, wellness, and community events.
- Manage the scheduling, use, and maintenance of recreational facilities, equipment, and assets to ensure safe, well-equipped environments.
- Prepare and manage budgets, track expenditures, prepare reports, and complete funding/grant applications as required.
- Collaborate with elders, youth, local departments, and external organizations (e.g., Indigenous Sport & Wellness Ontario) to strengthen programming and partnerships.
- Recruit, supervise, and evaluate recreation staff and volunteers; provide mentorship and support to encourage professional growth. Demonstrated conflict resolution.
- Incorporate traditional knowledge, Indigenous language, and cultural practices into programming; ensure activities are inclusive and accessible to all community members.

To Apply: please submit your cover letter and resume, quoting competition #**RMGR-10-2025** via:

Email: resumes@clfn.on.ca

In person: 37 Wawaskashoo St. Constance Lake First Nation Band Office

Only those selected for an interview will be contacted.