



CONSTANCE LAKE FIRST NATION

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Employment Opportunity

Position	Arena Director
Competition #	ARNA-03-2026
Salary Range	\$71,990 - \$97,170
Location	Constance Lake First Nation
Posted	March 10, 2026
Closed	Open until filled

POSITION SUMMARY:

Constance Lake First Nation is seeking an experienced Arena Director to oversee the full operation and management of its new 26,000 square foot Arena and Recreation Centre. This position is responsible for all aspects of facility operations, including building systems, ice plant operations, maintenance, safety, operational staffing, and long-term operational planning. The Arena Director is also responsible for preparing, managing, and monitoring the facility's operating budget, overseeing revenues and expenditures, and ensuring financial accountability in accordance with Constance Lake First Nation policies. The role ensures the facility operates efficiently, safely, and in compliance with all regulatory requirements while supporting community recreation, sport, and cultural use.

PREFERRED QUALIFICATIONS:

- Diploma or degree in Recreation Management, Facility Operations, Business Administration, or related field (or equivalent experience).
- Experience managing an arena, recreation facility, or similar operation.
- Strong leadership and people-management skills.
- Knowledge of ice maintenance and building systems.
- Understanding of workplace health and safety requirements.
- Ability to plan, budget, and problem-solve.
- Experience working with First Nations communities is an asset.
- Arena Operator Level 1 or 2 (ORFA) is an asset.

DUTIES AND RESPONSIBILITIES:

- Manage daily arena operations, including ice plant systems, maintenance, custodial services, and inspections.
- Lead and supervise all arena operations staff (ice technicians, custodial, facility staff).
- Prepare, manage, and report on annual operating budgets.
- Approve facility schedules, rentals, contracts, and expenditures in accordance with CLFN policies.
- Ensure compliance with health, safety, OHSA, WHMIS, and emergency response requirements.
- Maintain facility risk management plans, logs, and inspections.
- Provide strategic oversight and approval of recreation programs and schedules.
- Lead long-term facility planning, upgrades, energy efficiency initiatives, and capital projects.
- Identify and pursue grants, partnerships, and sponsorships.
- Report regularly to the Executive Director on operations, finances, and strategic initiatives.
- Report regularly to the Executive Director on arena operations.

To Apply: please submit your cover letter and resume, quoting competition #**ARNA-03-2026** 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.