

Job Summary

Location:
Déljné, NT

Department:
Education Services

Salary:
TBA

Northern Allowance:
\$28,050.00 per annual

Benefits:
NEBS

Employment Type:
2-yr Term position

Closing Date:
Open until Filled

Déljné Sade Camp Manager

The Déljné Sade (DS) Camp Manager is responsible for the day-to-day operations of the camp. The DS Camp Manager will plan, implement, and provide (safe) educational and recreational programs and opportunities and promote healthy lifestyles for all community children, which includes implementing activities based on Traditional and Western knowledge. The Déljné Sade Camp Manager will report to the Director of Education. During the year the DS Camp Manager is responsible to assist with program development of the camp including the organizing, planning, evaluating and responsibility for budget and financial reporting of the Déljné Summer Camp program; in addition in the summer months will assist with hiring, and training of staff. The DS Camp Manager oversees the general program operations of summer camp, strives to provide an enjoyable setting within the months of July to August for children of Déljné. The DS Camp Manager will ensure facilities and equipment used for programs and activities are clean, safe, and secure.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Déljné Got'Iné Government operational policies and procedures and governance institutions
- Planning all programs, as well as assist the Director with hiring, training, coaching, and supervising all staff to ensure the effective deliver of summer program
- Budget and financial Reporting
- Gathering and preparing resources for the camps
- Education, recreation, sport, and leisure program delivery
- Events coordination and planning
- Northern cultural activities and traditional sports and games
- Possess cultural awareness and sensitivity
- Team management skills
- Supervisory skills
- Analytical and problem-solving skills
- Decision-making skills
- An understanding of the northern cultural environment
- Effective verbal and written communications skills
- Time management skills
- Perform other related duties as required

THIS POSITION IS TYPICALLY ATTAINED BY

- Knowledge of emergency procedures, First Aid and CPR an asset
- Preference will be given to Déljné Beneficiary
- Post-secondary Grade 12 education or equivalent
- Training available to Successful Candidate
- Equivalencies will be considered

**Submit Resume and
Cover Letter to:**

Human Resources
Department
Déljné Got'Iné Government
P.O Box 156
Deline, NT X0E0G0
Tel (867) 589-8100
Hr.manager@gov.deline.ca
Hr.assistant@gov.deline.ca
Hr.clerk@gov.deline.ca

ADDITIONAL REQUIREMENTS

Pre-employment Screening

- Criminal Records Check
- Vulnerable Sector Check