



JOB OFFER



RECREOLOGIST INTERN **JOB POSTING NUMBER: RH18-11**

EMPLOYMENT STATUS: PERMANENT	POSITION(S) TO BE FILLED : 1
DEPARTMENT: HUMAN RESOURCES	PLACE OF WORK: NUNAVIK
WORK SCHEDULE: The normal work schedule is on a rotation of 6 paid weeks: 3 weeks worked (77 hours per week, 7 days a week) followed by 3 weeks of rest.	
JOB POSTING PERIOD : FROM APRIL 10TH TO APRIL 24TH 2018	

SUMMARY OF RESPONSIBILITIES

The recreation trainee reports to the Human Resources Department. His main responsibilities are:

- Develop, plan, organize, animate and supervise recreational, physical, social and cultural activities to meet the needs of employees;
- Design and develop new recreation programs and services tailored to the needs of employees;
- Develop (in collaboration with the Recreation Committee) individual or group leisure activities in accordance with the direction of management and meeting the needs of employees;
- Participate in the organization and running of the recreational activities;
- Promote planned activities; Animate activities ;
- Plan, coordinate and manage all programs, activities, services and resources (human, financial and material);
- Keep the budget up to date and manage it;
- It deals with the physical organization of the room and performs the administrative tasks related to these activities;
- He performs any other task within his field of competence.

REQUIREMENT

- Undergraduate degree student in recreation or Diploma of Collegial Studies (DEC) in Recreation Intervention Technique or any other appropriate discipline;
- Possess a very good experience in conducting projects;
- Have an excellent creative sense, ability to gather and work in a team ;
- Demonstrate leadership and possess analytical and synthesis skills;
- Ability to work in a team, to animate, communicate and establish a helping relationship;
- Creative and dynamic to engage people;
- Sense of organization and logistics;
- Autonomy, initiative, creativity, dynamism and empathy;
- Excellent command of the various software of the MS Office suite;
- Hold a valid driver's license;
- Bilingualism (French - English).

SKILLS SOUGHT

- Present relational and pedagogical skills;
- Strong ability in managing change with the ability to establish strategic issues for achieving results;
- Experience in advisory role, management team support and employee relations; Excellent teamwork and communication skills;
- Autonomy and strong sense of work organization, experiences with Inuit communities, an important asset;
- Excellent analytical and synthesis skills.

WHEN SENDING IN YOUR APPLICATION, IT IS IMPERATIVE TO INDICATE THE JOB POSTING NUMBER

Those interested in this job are invited to submit their CV with a cover letter before 4 p.m. **April 24th, 2018** by e-

mail to emplois@canadianroyalties.com

Only those selected for an interview will be contacted.