



## JOB OFFER



### **RECREOLOGIST INTERNSHIP** **JOB POSTING NUMBER: RH19-02**

<b>EMPLOYMENT STATUS: TEMPORARY (8 MONTHS)</b>	<b>POSITION(S) TO BE FILLED : 1</b>
<b>DEPARTMENT: HUMAN RESOURCES</b>	<b>PLACE OF WORK: NUNAVIK</b>
<b>WORK SCHEDULE:</b> 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.	
<b>DEADLINE TO APPLY : JANUARY 22<sup>ND</sup>, 2019</b>	

#### **SUMMARY OF RESPONSIBILITIES**

The intern 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 a 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. **January 22<sup>nd</sup>, 2019**

by e-mail to [emplois@canadianroyalties.com](mailto:emplois@canadianroyalties.com)

*Only those selected for an interview will be contacted.*