

POSITION PROFILE

Education & Recreation Director	
Dept: Education & Recreation	Reports To: Associate Executive Director
Staff: 5-10	Revision Date: June 2026
PURPOSE	
<p>The Education and Recreation Director oversees education, training and recreation programs and services of the Vuntut Gwitchin First Nation (VGFN) in accordance with directives and priorities established by VGFN Chief and Council and the Management Committee. It ensures operations of the Department comply with legislation and policy, are within approved budgets and are in collaboration with community organizations, partners and Citizens. The position also leads planning processes to align strategy with operations to deliver services in the best interest of VGFN Citizens.</p>	
KEY PERFORMANCE AREAS	
<ol style="list-style-type: none"> 1. Departmental Oversight – Engages broadly with the Associate Executive Director, other VGFN Directors and Managers, and VGFN Council to identify education, training and recreation needs of Citizens and community to help inform the VGFN’s strategic plan, business plan and operating principles. Ensures services are accessible and responsive to Citizen needs and proactively identifies and manages risks, trends and issues. 2. Planning - Directs the delivery of community education and recreation services, including engaging with Yukon and Federal governments to ensure external resourcing/expertise. Strategizes with Departments to align activities with the VGFN’s long-term vision and strategic plan. 3. People Management - Manages direct reports and operations by establishing work plans with staff, evaluating activities and progress, addressing concerns, and communicating directions and expectations. Promotes capacity development through coaching, performance evaluation, encouraging individual development, and manages personnel issues and problem solving. 4. Advocacy - Works with institutions and boards to facilitate and align VGFN interests, education services and relationships within the local context. Ensures education and recreation interests and concerns of the VGFN are expressed by participating in joint initiatives. Maintains strategic relationships and participates with a wide variety of stakeholders including other First Nations organizations, boards, councils, and committees, working groups, community partners and officials of the federal and territorial governments. 5. Proposal Development - Submits plans and proposals for discussion and approval and supports policy review. Manages project stakeholders, planning, development, and implementation and ensures projects are completed within approved budgets and timeframes. Monitors agreements and ensures compliance with financial reporting requirements of funding agencies. 6. Financial Management – Develops and allocates the Department’s annual budgets. Oversees contribution agreements and expenditures. Reviews variance reports with the Finance Department to identify projected shortages or surpluses to effectively manage financial resources and priorities. 7. Governance - Provides leadership, implements and champions human resources, financial and administrative frameworks, policy, and strategy (as guided by the Directors of Human Resources and Finance). Prioritizes a safe and healthy work environment in accordance with legislation. 	

- Fosters a culture of ongoing receptivity to continual change to improve the operation and effectiveness of the VGFN.
8. **External Relations** – Oversees or conducts public engagement and consultation sessions. Communicates information and facilitates community participation and feedback to inform problem solving, to improve services and to align Departmental actions and priorities. Responds to Citizen concerns as they arise.
 9. **Emergency Management** - Responds to crisis situations of employees and Citizens and consults with appropriate parties to identify and achieve solutions.

ACCOUNTABILITY & IMPACT

- Departmental employees are engaged, supported and productive.
- A trusting and collaborative relationship exists with students, Citizens, employees, management, Council and external contacts.
- Students (K-12 and post-secondary) are supported to achieve their academic and personal goals.
- Gwich'in Cultural knowledge is integrated into student learning and programming.
- Council and management receive accurate information to make informed decisions.
- The provision of services is compliant with VGFN policy and relevant legislation.
- Government files and registries are kept secure and confidential.
- Strong financial management and ability to identify funding program opportunities.
- Political, behavioural, and systematic barriers are overcome to enable success and growth.
- VGFN Citizens are kept informed of government plans and initiatives.
- The VGFN Standards of Conduct are modelled and promoted.

FINANCIAL CONTROL

Annual budget under direct control of this position:	Moderate (\$1.5-2 million)
Other responsibilities & influences:	Sole authority to sign contracts and purchase orders < \$20k.

WORKING CONDITIONS

Environment:	Work is in a normal office environment where there are few undesirable conditions. Most situations are confidential and require sensitivity, cultural competence, and compassion.
Physical:	Normal
Hazards/equipment:	Exposure to stress, emotional fatigue, physical and verbal abuse.
Travel:	<ul style="list-style-type: none"> • Frequent travel between Old Crow and Whitehorse, occasional travel out of Yukon. • Working outside of regular working hours. • Mandatory attendance at General Assemblies.

This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position's scope to align with and contribute to the organization's mission.

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none"> • Bachelor’s degree in education, administration or a related field, or an equivalent combination of experience and training. • Significant (10+ years) experience that includes working with educational policies and processes. Direct experience in an Indigenous community is an asset. • Considerable (5+ years) experience motivating and managing staff, overseeing finance (budgets and procurement), policy, program evaluation and governance. • Experience building partnerships with institutions and agencies to develop educational, training and/or recreational opportunities.
Behavioral Competencies	<ul style="list-style-type: none"> • Strategic thinking and planning • Developing others • Achieving results • Decision making • Communication • Service orientation • Collaboration • Self-awareness • Respect and Integrity • Confidentiality
Conditions of Employment	<ul style="list-style-type: none"> • RCMP Criminal Records Check with vulnerable sector