



**FILE HILLS QU'APPELLE TRIBAL COUNCIL**  
Invites applications for the position of

**Sports and Recreation Assistant**  
(Term with potential extension)

The File Hills Qu'Appelle Tribal Council (FHQTC) is a non-profit organization that provides a range of programs and services to 11 First Nations throughout Southern Saskatchewan within Treaty Four Territory.

Reporting to the Sports and Recreation Coordinator, the **Sports and Recreation Assistant** will support the planning, coordination, and delivery of sports, recreation, and wellness initiatives across FHQTC communities. A key responsibility of this role will be assisting with the coordination of the Jays Care Rookie League, a community-based baseball program that uses sport to promote inclusion, leadership, and healthy living among Indigenous youth.

The successful candidate will play an active role in facilitating engaging recreational opportunities and helping build capacity in local sports and wellness programs. The ideal applicant will be passionate about working with youth, skilled in organizing events and programming, and knowledgeable in a variety of sports and physical activities.

**Responsibilities:**

- Assist with planning, organizing, and delivering the **Jays Care Rookie League** across FHQTC communities, ensuring quality, inclusive, and culturally relevant programming.
- Assist in the planning and implementation of sport, recreation, and traditional games activities within FHQTC schools and communities.
- Assist with volunteer recruitment, training, and supervision for community sports and recreation initiatives.
- Support the Coordinator in preparing program evaluations, reports, and funding applications.
- Maintain equipment inventory, track participation, and manage logistics for sport and wellness programming.
- Promote youth leadership through sport and recreation opportunities.

**Qualifications:**

- Pursuing post-secondary education in Kinesiology, Education, Health, or related field.
- Strong organizational and time management skills with the ability to work both independently and in a team setting.
- Knowledge of youth development, and inclusive sport programming.
- Experience coaching youth and organizing recreational events.
- Proficient in written communication for assisting with proposals, reports, and funding applications.
- Valid driver's license and own transportation for travel purposes.
- Current CPIC (Criminal Record Check) required.

**DEADLINE FOR APPLICATIONS:** June 30, 2025

Please submit your resume, cover letter, and three references to:

**Human Resources**

File Hills Qu'Appelle Tribal Council  
Box 985  
Fort Qu'Appelle, SK S0G 1S0  
Fax: (306) 332-1811

**Email:** [HR@fhqtc.com](mailto:HR@fhqtc.com)