



We Wai Kai Nation
690 Head Start Crescent
Campbell River, BC
V9H 1P9

Job Posting: Community Wellness Manager

Position: Community Wellness Manager

Reports To: Executive Director

Department: Administration

Location: We Wai Kai Nation, Campbell River, British Columbia

Job Type: Full-Time

Who We Are:

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Position Summary:

The Wellness Manager is responsible for the planning, delivery, and management of community wellness and recreation programs for youth and elders. This position supervises wellness staff, manages the annual Community Wellness budget, oversees program safety, secures funding opportunities, tracks participation data, and develops initiatives to increase engagement. The Wellness Manager reports to the Executive Director and ensures programs meet community needs while adhering to funding requirements and organizational policies.

Key Responsibilities for the Community Wellness Manager:

- Develop and implement a range of recreational, fitness, educational, and wellness programs for youth and elders.
- Ensure a weekly event calendar is posted for all youth and elder events.
- Schedule seasonal activities, workshops, and community events.
- Monitor and evaluate program effectiveness and participation.
- Supervise Youth Workers, Elders Workers, and any casual staff or volunteers.
- Conduct regular staff meetings, training, and performance evaluations.
- Responsible for the recruitment and employee management processes.
- Support staff in following safety, program delivery, and administrative procedures.

- Enforce all health, safety, and risk management procedures for programs and events.
- Ensure staff are properly trained in emergency response and first aid.
- Maintain a safe and inclusive environment for all participants.
- Research and apply for external funding opportunities related to wellness and recreation.
- Prepare funding applications, manage grant deliverables, and submit reports as required.
- Develop and maintain the annual Community Wellness budget.
- Track participation rates and program outcomes.
- Analyze data to identify trends and opportunities for program improvement.
- Promote programs through newsletters, social media, and community events.
- Establish and maintain positive relationships with community members and service providers.
- Assists other departments with planning of community events and meetings, taking a leadership role in ensuring the Wellness team is participating in completing necessary tasks to hold a successful event.
- Completes and assigns to the team, other duties as assigned by the Executive Director.

Qualifications & Experience:

- Post-secondary education in Recreation Management, Community Services, Health Sciences, Social Work, or a related field would be an asset.
- Equivalent work experience will be considered.
- Minimum 3 years of experience in recreation coordination, community wellness, or a related management role.
- Experience supervising and leading a team.
- Strong grant writing, program reporting, and financial management skills.
- Good knowledge of federal and provincial programs supporting Indigenous communities is an asset.
- Ability to work effectively in a collaborative, team-based environment.
- Strong communication, leadership, and organizational skills.
- Ability to work independently and manage multiple priorities.
- First Aid/CPR certification (or willingness to obtain).
- Valid Class 5 Driver's License and access to a reliable vehicle.
- Criminal Record Check with Vulnerable Sector Screening is required.
- Previous experience working with Indigenous communities or in a community services environment.
- Knowledge of recreation programming best practices for youth and elders.
- Advanced working knowledge of MSOffice Suite including but not limited to, Word, Excel, Outlook, PowerPoint virtual meeting platforms including Teams, Zoom, etc.
- Experience with program evaluation and community engagement.
- Strong interpersonal skills with the ability to build relationships and collaborate with staff, community members, leadership, and external partners
- Excellent written and verbal communication skills.

Physical Requirements and Working Conditions

- This position is normally scheduled to work Monday to Friday dayshift, 8:30-4:30pm with 1-hour unpaid lunch but will often require flexibility and additional time to deliver its supportive mandate.
- Works independently and collaboratively inclusive of regular supervision. Office environment with regular travel within the community.

- Some travel outside the community for meetings or training.
- Flexibility to work occasional evenings or weekends as program needs require.

Compensation:

- This position would be a salaried position within the following range - \$60,000 to \$85,000 based on education and experience.
- This position is not eligible for overtime pay as it is built within the salary considerations.
- The position, after probationary period is successfully completed, includes a comprehensive benefit and pension plan.

Why Join Us?

- Meaningful work supporting Indigenous governance and economic development.
- A collaborative and community-focused work environment.
- Opportunities for professional growth and development.
- Competitive salary and benefits package.

How to Apply:

If you are interested in this opportunity, please submit your resume and cover letter to careers@wewaikai.com. The posting will remain open until the position is filled. Preference may be given to Indigenous applicants in accordance with the organization's hiring policies.

We Wai Kai Nation is an equal opportunity employer and encourages applications from Indigenous candidates, persons with disabilities, and other underrepresented groups.