

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake



P.O. Box 720  
Kahnawake Mohawk Territory J0L 1B0

*Tsi Nikaio 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**

Tel.: (450)632-7500

Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

## Job Description

GENERAL INFORMATION	
<b>Job Title:</b>	Recreation Research Assistant
<b>Division:</b>	Client-Based Services
<b>Date of Job Description</b>	January 2018
<b>Terms:</b>	
<b>Job Reports to:</b>	GM of Recreation

THE INCUMBENT	
<b>Name of Incumbent:</b>	
<b>Date of Hiring:</b>	MacKenzie Whyte
<b>Name of Supervisor:</b>	

GENERAL JOB DESCRIPTION
Under the supervision of the General Manager of Recreation, will conduct research into future recreational development in the community and perform duties related to coordinating recreational projects and other administrative tasks.

RESPONSIBILITIES	TASKS
To Conduct Research into Further Recreational Development	<ul style="list-style-type: none"> <li>➤ Create an instrument to survey locals about their current and future recreational needs;</li> <li>➤ Conduct a population survey for Lot 106, Sesame Park and Alwyn's Park areas; and</li> <li>➤ Analyze the data collected and compile a report of findings.</li> </ul>
To Assist with the Coordination of Capital Recreational Projects	<ul style="list-style-type: none"> <li>➤ Assist with the Kahnawake Splashpad and Outdoor Recreational Park Project;</li> <li>➤ Assist with and document the Kahnawake Tennis Court Project; and</li> <li>➤ Document the progress of work on the construction.</li> </ul>
To Research and	<ul style="list-style-type: none"> <li>➤ Initiates and develops new ideas for the</li> </ul>

Create Website Content	<a href="http://mykahnawake.com">http://mykahnawake.com</a> website in collaboration with Immediate Supervisor; <ul style="list-style-type: none"> <li>➤ Plans and develops a system for gathering and scheduling up-to-date information for input on website; and</li> <li>➤ Regularly posts and updates news and other community recreational organization information.</li> </ul>
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➤ Performs other job related duties as directed by Immediate Supervisor.

<b>ACCOUNTABILITY</b>	
<ul style="list-style-type: none"> <li>➤ To create and conduct a recreational needs survey for community members;</li> <li>➤ To coordinate with minor sports and recreation organizations, athletes, coaches, parents, local media and community members;</li> <li>➤ To deal with internal and external clients in a tactful, discrete and courteous manner;</li> <li>➤ To create high quality content for the website and social media channels;</li> <li>➤ To maintain confidentiality;</li> <li>➤ To adhere to the MCK Administration Manual-Personnel Policy and Kanienkeha Language Initiatives.</li> </ul>	

<b>QUALIFICATIONS</b>	
<b>Education and Experience Required</b>	<ul style="list-style-type: none"> <li>➤ FULL-TIME ENROLLMENT IN AN ACCREDITED CEGEP OR UNIVERSITY PROGRAM IN SOCIAL SCIENCE, RESEARCH, COMMUNICATIONS, OR RELATED FIELD.</li> </ul>
<b>Skills Requirements</b>	<ul style="list-style-type: none"> <li>➤ Research skill and writing abilities;</li> <li>➤ Strong communication, customer service skills and good physical condition;</li> <li>➤ A valid driver's license and access to a vehicle is required;</li> <li>➤ Ability to communicate in Kanien'kéha and French is an asset;</li> <li>➤ Willingness to learn Kanien'kéha is required.</li> </ul>

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THE IMMEDIATE SUPERVISOR

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THE INCUMBENT

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PERFORMANCE MANAGEMENT COORDINATOR  
HUMAN RESOURCES UNIT