

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

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

'Isi Nīkaió 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500
Fax: (450)638-5958

Website: www.kahnawake.com

JOB OPPORTUNITY

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|---|---------------------------------------|
| <u>POSITION:</u> | Sports & Recreation Unit Trainee |
| <u>IMMEDIATE SUPERVISOR (1):</u> | Minor Sports & Recreation Coordinator |
| <u>IMMEDIATE SUPERVISOR (2):</u> | Recreational Facilities Manager |
| <u>DATE:</u> | May 2019 |

GENERAL ACCOUNTABILITY:

To assist the Sports and Recreation Unit with maintenance, scheduling and safety inspection of the Kahnawá:ke Sports & Recreation Facilities. The successful candidate will schedule games and learn the day-to-day skills needed to run a program as well as maintain the fields and learn how to assist in playground inspections. Administrative duties as required.

KNOWLEDGE & SKILL REQUIREMENTS:

Candidates for this position should be reliable and self-motivated with good organization skills. Candidates should have the ability to work independently as well as part of a team effort. This is a position that requires physical fitness in order to carry out manual labour and fieldwork duties. The successful candidate will be trained to perform his or her duties. An interest in learning new skills is important for this position. The willingness to learn Kanien'kéha is an asset.

MAJOR RESPONSIBILITIES:

1. Schedule maintenance of fields used by Kahnawá:ke Minor Sports.

- Help maintain grass, cut, water, seed if needed, etc.
- Clear fields of debris and/or rocks, rake, sweep.
- Ensure that all lines are visible and clear.

2. Schedule field usage for Kahnawá:ke Minor Sports.

- Work with minor sports contacts and obtain league schedules.
 - Develop and distribute a Master Schedule of Kahnawá:ke sports.
 - Make updates and changes to the schedule as needed.
- 3. Assist in Kahnawá:ke Sports Complex Annual Preparations.**
- Become acquainted with procedures associated with opening/closing season.
 - Learn how to create and maintain maintenance schedules and repair logs.
- 4. Assist in Playground/Sports Facility Inspections & Safety Training**
- Learn how to perform playground and facility safety inspections.
 - Learn CPR/First Aid for minor sports.
- 5. Carry Out Any Other Related Duties As Required By The Immediate Supervisor in the Administrative field.**

WORKING CONDITIONS:

30 hour, 5-day workweek. Outdoor manual labor work, early morning, weekend and/or evening hours will be required.