

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

JOB OPPORTUNITY

KAHNAWAKE SUMMER STUDENT EMPLOYMENT PROGRAM (KSSEP) 2022

- POSITION:** Park Attendant (2), Sports & Recreation Unit
- DURATION:** Nine (9) Weeks – Full-Time (June 27, 2022 – August 26, 2022)
- DESCRIPTION:** See Attached Job Description
- SALARY:** Based on Tawatohnhi'saktha KSSEP rates
LEVEL B – Highschool - \$15.00 per hour
- HOURS OF OPERATION:** Rotating Schedule
30 Hours per week
- DEADLINE FOR APPLICATION:** No deadline – Open until the position is filled
- REQUIREMENTS:** **ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**
- A **Signed Privacy Waiver** allowing a security check to be performed along with a **copy of a valid photo ID**
 - **Letter of intent**
 - **Resume**
 - **Names and telephone numbers of three (3) references**
- SPECIAL REQUIREMENTS:** All applicants **MUST** be registered as a Student with the Tawatohnhi'saktha KSSEP.

PLEASE NOTE: Job descriptions can be obtained at www.Kahnawake.com website and www.KEDC.biz

We will only be accepting applications by e-mail at this time. Please forward your complete application via e-mail only to: Applications@mck.ca

Should you have any questions contact:
*Jessica Paul, Junior HR Generalist OR
Dawn Stacey, Manager of Recruitment & Staffing
Human Resources Unit*

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Job Description

GENERAL INFORMATION

Job Title:	Park Attendant(s) (Kahnawake Beach/Mini Putt)
Division:	Sports & Recreation Unit
Date of Job Description:	April 2022
Terms:	9 weeks Fixed Term 30 hrs/wk
Job Reports to:	General Manager of the Sports Complex and Facilities

THE INCUMBENT

Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	Kenneth Kane

GENERAL JOB DESCRIPTION

Under the supervision of the General Manager of the Sports Complex and Facilities, will perform duties related to the safety, security, maintenance and operation of the Kahnawà:ke Beach and Kahnawake Mini Putt. This position will require dealing with the public, have responsibility over concession sales, acting as caretaker for the venue and performing demonstrations of the activities held in the parks. Students may be placed at either venue depending upon schedule.

RESPONSIBILITIES

Assumes Responsibility for Visitors of the Kahnawake Mini Putt/Sesame Park and Kahnawake Beach.

TASKS

- Addresses emergency situations (injuries, etc.) in a timely and professional manner;
- Contacts Kahnawake Peacekeepers/Kahnawake Fire Brigade in case of emergency situation;
- Ensures that visitors adhere to all venue safety rules;
- Ensures rules and regulations affecting drug use and public intoxication are followed up;
- Deals with security issues as they occur, calling Peacekeepers, communicating with visitors and contacting Immediate Supervisor as needed;
- Responsible for documenting emergency or security issues and keeping shift logs after the fact;

	<ul style="list-style-type: none"> ➤ Responsible for COVID-19 social distancing reminders at venue ➤ Responsible for reminding visitors of safety rules as needed; ➤ Responsible for receiving identification from guests in exchange for putters/ping pong paddles; ➤ Ensures all equipment is handed in and ID returned before guests leave; ➤ Ensures all equipment is sanitized upon being returned; ➤ Ensures venue and playing area is free of broken glass, debris or other dangerous obstacles; ➤ Ensures cleanliness of the Beach Rescue Station, Mini Putt Operations Station and performs regular sanitization of portable washrooms; and ➤ Ensures proper cleaning products are always in stock or requisitioned.
Ensures the daily operations of the Venue	<ul style="list-style-type: none"> ➤ Responsible for sales (ice cream, water, etc. no cooking) and keeping a sales sheet; ➤ Responsible for helping with cashout of the concession each night; and ➤ Responsible for taking inventory each shift.
Performs Minor Animation as part of the Keep on Movin' Kahnawake Program	<ul style="list-style-type: none"> ➤ Responsible for learning the rules and instructing/advising visitors on miniature golf and table tennis if requested; and ➤ Performs minor animation/sport demonstrations if requested.
<ul style="list-style-type: none"> ➤ Performs other job related duties as directed by immediate supervisor. 	

ACCOUNTABILITY
<ul style="list-style-type: none"> ➤ To monitor visitors and maintain safety practices and procedures, ➤ To ensure work is performed in an efficient and timely manner, ➤ To make rapid decisions regarding the safety and security of staff and visitors regarding the mini putt, sensory playground and table tennis courts ➤ To be responsible for cash handling and inventory ➤ To use discretion and handle safety and security issues with Visitors, ➤ To ensure supervision of Visitors; ➤ To ensure the cleanliness and routine maintenance of the premises ➤ To deal with internal and external clients in a tactful, discrete and courteous manner; ➤ To maintain confidentiality; ➤ To adhere to the MCK Administration Manual-Personnel Policy and Kanienkeha Language Initiatives.

QUALIFICATIONS	
Education and Experience Required	<ul style="list-style-type: none"> ➤ CPR/First Aid/AED training; <li style="padding-left: 20px;">plus 2022 KSSEP student.
Skills Requirements	<ul style="list-style-type: none"> ➤ Knowledge of CPR/First Aid principles; ➤ Responsible and strong work ethic; ➤ Strong communication and customer service skills; ➤ Ability to work independently; ➤ Ability to work overtime in evenings and on weekends appreciated; ➤ Ability to work in constant exposure to heat and outdoor environment; ➤ Ability to communicate in Kanien'kéha and French is an asset; ➤ Willingness to learn Kanien'kéha is required.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES