

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:** Sr Lifeguards (3), Sports & Recreation Unit
- DURATION:** Nine (9) Weeks – Full-Time (June 27, 2022 – August 26, 2022)
- DESCRIPTION:** See Attached Job Description
- SALARY:** Based on Tawatohnni'saktha KSSEP rates
LEVEL C – CEGEP - \$17.00 per hour
- HOURS OF OPERATION:** Rotating Schedule
30 Hours per week
- DEADLINE FOR APPLICATION:** Open until 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 Tawatohnni'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:
Audrey Leborgne, HR Generalist OR
Dawn Stacey, Manager of Recruitment & Staffing
Human Resources Unit

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Job Description

GENERAL INFORMATION	
Job Title:	Senior Lifeguard (Kahnawake Beach)
Division:	Sports & Recreation Unit
Date of Job Description:	9 weeks Fixed Term 30 hrs/wk
Terms:	
Job Reports to:	General Manager of the Sports Complex and Facilities

THE INCUMBENT
Name of Incumbent:
Date of Hiring:
Name of Supervisor:

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. This position will require enrollment in and successfully obtaining Bronze Cross certification as well as First AID/CPR/AED certification AND enrollment and eventual certification in the National Lifeguard (Beach) programme.

RESPONSIBILITIES	TASKS
Assumes Responsibility for the Safety and Security of Visitors and Staff of the Kahnawake Beach.	<ul style="list-style-type: none"> ➤ Constantly monitors swimmers in water and Beach Visitors; ➤ Acts as a first responder to any injured persons in water or on Beach premises; ➤ Addresses emergency situations (rescues, injuries, etc.) in a timely and professional manner; ➤ Contacts Kahnawake Peakeepers/Kahnawake Fire Brigade in case of emergency situation; ➤ Ensures that visitors adhere to all Beach safety rules; ➤ Ensures rules and regulations affecting drug use and public intoxication are followed up;

	<ul style="list-style-type: none"> ➤ 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; ➤ Responsible for COVID-19 social distancing reminders at Beach ➤ Responsible for carrying out and documenting results of safety and security inspections of the premises upon opening and closing; ➤ Measures the quality of the water and posts score daily, taking corrective measures when necessary; ➤ Responsible for reminding visitors of safety rules on the dock and slide; ➤ Ensures no youth climb on the lifeguard's chair; ➤ Ensures beach area is free of broken glass, debris or other dangerous obstacles; ➤ Ensures cleanliness of the Rescue Station, intermittent sanitization of portable washrooms; ➤ Ensures proper cleaning products are always in stock or requisitioned; ➤ Keeps equipment and First Aid supply inventory, updates as needed; and ➤ Supervises Junior Staff and acts as coverage/support as needed.
<p>Ensures the daily operations of the Kahnawake Beach</p>	<ul style="list-style-type: none"> ➤ Reports any damages, vandalism or major repairs needed to the Immediate Supervisor upon opening; ➤ Ensures that the Rescue Station and emergency equipment are locked up, gates and exits are securely locked and machinery is secured at the end of every shift; ➤ Responsible for cashout of the concession each night; ➤ Responsible for filling out shift logs for sales; ➤ Inspects and maintains the AED and other First Aid / Rescue equipment after each use; ➤ Responsible for the aiding in the closing process on Labour Day weekend; ➤ Responsible for aiding in the removal of the dock and buoys at the end of the season.
<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 swimmers 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 water ➤ To use discretion and handle safety and security issues with Visitors, ➤ To ensure supervision of Kahnawake Beach Jr Lifeguard and 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, National Lifeguard Beach certificate, or enrolled in the course; <p style="text-align: center;">plus</p> <p>2022 KSSEP student enrolled in a post-secondary program.</p>
Skills Requirements	<ul style="list-style-type: none"> ➤ Knowledge of water safety, rescue/First Aid principles; ➤ Physically fit, athletic background, proven swimming ability; ➤ 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; ➤ Must possess a valid Quebec Driver's License; ➤ 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