



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### JOB OPPORTUNITY – MCK/KSSEP 2025

<u>POSITION:</u>	Four (4) SRU Jr Generalists, Sports & Recreation
<u>DURATION:</u>	Fixed-Term, Full-Time - Two (2) June 23, – August 15, 25 (8 weeks) & Two (2) June 16 – August 15, 25 (9 weeks)
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$16.25 per hour (KSSEP RATE – HIGH SCHOOL Level B)
Hours of Operation	9:00am-3:00pm
Hours per week	30 hours per week
<u>DEADLINE FOR APPLICATION:</u>	May 9, 2025 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED
	<ul style="list-style-type: none"><li>✓ Applicant checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li><li>✓ Must register with Tawatohnhi'saktha KSSEP Program</li></ul>

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)

NOTE: All forms and requirements are listed on our website: [www.kahnawake.com/jobs](http://www.kahnawake.com/jobs)

- Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments please use PDF format. Any other formats may be blocked from our system.



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RONWATIIO'TÉNHSÉ RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

<b>Core Job Information</b>	
<b>SUMMER STUDENT</b>	
<b>Job Title:</b>	Sports and Recreation Junior Generalist, Summer Student
<b>Division:</b>	Sports and Recreation
<b>Reports To:</b>	General Manager of the Sports Complex and Facilities
<b>Date of Job Description</b>	Summer 2025
<b>Purpose</b>	
<p>Students will perform duties related to the safety, security, maintenance and operation of the Kahnawà:ke Beach and Kahnawà:ke Mini Putt. To oversee concession sales and acts as caretaker for the venue. Students may be placed at either venue as needed.</p> <p>Dependent on Kahnawà:ke Beach schedule, will also be required to assist with maintenance, scheduling and safety inspection of the Kahnawà:ke Sports &amp; Recreation Facilities.</p> <p>To prepare sports facilities for games and the fields and playing surfaces.</p>	
<b>Roles &amp; Responsibilities</b>	
<p><b>Responsible for visitors of the Kahnawake Mini Putt/Sesame Park and Kahnawake Beach.</b></p> <ul style="list-style-type: none"> <li>• Addresses emergency situations (injuries, etc.) in a timely and professional manner.</li> <li>• Contacts Kahnawake Peacekeepers/Kahnawake Fire Brigade in case of emergency situation.</li> <li>• Ensures that visitors adhere to all venue safety rules.</li> <li>• Ensures rules and regulations affecting drug use and public intoxication are followed up.</li> <li>• Deals with security issues as they occur, calling Peacekeepers, communicating with visitors and contacting Immediate Supervisor as needed.</li> <li>• Responsible for documenting emergency or security issues and keeping shift logs after the fact.</li> <li>• Responsible for reminding visitors of safety rules as needed.</li> <li>• Responsible for receiving identification from guests in exchange for putters/ping pong paddles.</li> <li>• Ensures all equipment is handed in and ID returned before guests leave.</li> <li>• Ensures all equipment is sanitized upon being returned.</li> <li>• Ensures venue and playing area are free of broken glass, debris, or other dangerous obstacles.</li> </ul>	



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- 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.
- Responsible for learning the rules and instructing/advising visitors on miniature golf and table tennis if requested.
- Performs minor animation/sport demonstrations if requested.

### **Ensures the daily operations of the Venue (Mini Putt and Beach, Sports Complex, parks, and fields)**

- Responsible for sales (ice cream, water, etc., no cooking) and keeping a sales sheet.
- Responsible for helping with cashout of the concession each night.
- Responsible for taking inventory each shift.

### **Perform maintenance of fields used by Kahnawà:ke Minor Sports.**

- Help maintain grass by cutting, watering, and seeding if needed, etc.
- Clear fields of debris and/or rocks, rake, sweep.
- Cut shrubs and hedges, small trees, and chop wood as required.
- Perform landscaping at parks and recreational facilities.
- Ensure that all lines are visible and clear.
- Emptying garbage in playgrounds and beach, picking up debris as needed.
- Cleaning and sanitization of bathrooms will be required on a rotating shift.

### **Assist in Kahnawà:ke Sports Complex and playground annual preparations.**

- Become acquainted with procedures associated with opening/closing season.
- Assist with light carpentry work (e.g. making picnic tables, repairing bleachers, etc.)
- Learn how to create and maintain maintenance schedules and repair logs.
- Learn how to perform playground and facility safety inspections.

***The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.***

### **Education & Experience**

- Must be registered with Tewatohnhi'sakta's KSSEP Program 2025.
- Must be a student in High School, CEGEP, or University student continuing in the fall semester.
- CPR/First Aid/AED training.
- Knowledge of water safety and rescue.



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### Knowledge, Skills, Abilities

- Knowledge of CPR/First Aid principles.
- Responsible and strong work ethic.
- Strong communication and customer service skills.
- Ability to work independently.
- Ability to make rapid decisions regarding the safety and security of staff and visitors regarding the water.
- Conducts business with internal and external clients in a tactful, discreet and courteous manner.
- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

### Working Environment

- Five-day work week is performed in an outdoor work environment.
- Ability to work in constant exposure to heat and an outdoor environment.
- Occasional overtime and/or weekend work required.
- Must also be able to lift and/or move up to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds.
- Moderate stress due to workload.

### Commitment Statement

I serve the Kahnawà:ke community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

### Signatures

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_