



FULL-TIME EMPLOYMENT OPPORTUNITY

Community Centre Manager

JOB SCOPE:

The Alderville First Nation is seeking a reliable, motivated and energetic individual to fill the position of Community Centre Manager (CCM). The CCM is responsible for promoting the Alderville Community Centre (ACC) and actively contributing to the future development of the ACC ensuring that the usage of the centre is in line with the objectives of the community. This is a **full-time** position for 35 hours per week. *Must be flexible and available for on-call after hours and during weekends as required.* The successful candidate will work under the direct supervision of the First Nation Administrator.

DUTIES & RESPONSIBILITIES:

- Oversees daily operations and routine maintenance of the ACC
- Promotion and marketing of the ACC to the general public at large
- Development, implementation and coordination of the Alderville First Nation's Community Centre policies, procedures and standards
- Meets with potential clients for rentals and catering; books ACC for AFN departments as well as "off reserve" clients
- Ensures checklist of rental requirements is established for each and every event
- Obtains liquor licenses, pocket slot licenses for bingos and administers raffle licenses as needed
- Maintains inventory, ordering and restocking as necessary of various supplies needed for cleaning, catering, the canteen, dances, etc.
- Hires "on-call" help as required to assist with set-ups, take downs, catering, janitorial duties, etc.
- Catering duties may include food preparation; delivery of catered lunches for scheduled meetings; stocking of coolers with beer and liquor for events
- Janitorial duties include thorough cleaning of all rooms within the ACC including restocking of dispensers, floor scrubbing, window cleaning, etc.
- Maintain a regular cleaning maintenance schedule of equipment including oven & fryer cleaning, defrosting of fridge & freezer, etc.
- Provides direction to on-calls and AFN maintenance crew with respect to upcoming events and timelines (eg. Snow shovellers, on-call assistance)

MINIMUM QUALIFICATIONS:

- Ontario Secondary School Diploma (Grade 12/GED) required
- Post-secondary education in a related field (eg. Business, Marketing, Events Coordinating) a definite asset
- Must have Smart Serve certificate, Food handlers certificate and Gaming license and/or ability to obtain
- Considered an asset: Volunteer training, development and recognition; Events Coordination and planning; and experience in building maintenance
- Excellent communication (oral and written), organizational and problem-solving skills
- Ability to work independently and as part of a team, demonstrating organizational and prioritizing skills
- Computer skills – Microsoft Suite (Word, Excel) – E-mail, Internet
- Must have valid Class 'G' driver's license with \$1M liability insurance with reliable method of transportation
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered)

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$17.84 - \$18.78 per hour

Deadline to Apply: Thursday, May 17, 2018 @ 4:30p.m.

How to apply: Applications **must include** a cover letter, resume and three work-related references and/or letters of reference.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mail to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mail to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

RE: *Community Centre Manager*

For full job description, contact Joanne Smoke or Melissa Levesque at (905) 352-2011. We thank all who apply however only those selected for an interview will be contacted.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.