



## Alderville First Nation

### **JOB POSTING : ON-CALL POSITION**

#### **RECREATION ASSISTANTS**

**JOB SCOPE:** The Alderville First Nation is presently looking for a reliable and energetic individuals with qualifications and experience to fill the position of an ON-CALL Recreation Assistant who is willing to work with large groups of children, adults and seniors.

#### **Duties & Responsibilities:**

**Under the direct supervision of the Community Aboriginal Recreation Activator, candidates for this position should expect to perform the following duties, but not limited to:**

- Supervise, assist or lead activities with youth, adults and seniors
- Assist staff where needed with the execution of existing events
- Book facilities and prepare schedules
- Ensure recreation facilities and/or equipment is operated and maintained safely and effectively
- Working cooperatively as a team with co-workers
- Maintaining confidentiality is of the utmost importance
- Must be accountable to the parents and/or guardians of the children
- Must attend staff meetings, conferences or workshops for ongoing professional development;
- Must adhere to Alderville First Nation Personnel and Operational Policies and Procedures
- Must be accountable to Community Aboriginal Recreation Activator and Chief & Council.

#### **Minimum Qualifications:**

- Knowledge of Native Culture and First Nation communities an asset;
- Must be willing to work irregular hours (primarily evenings and some weekends);
- Must have knowledge of recreation and sports equipment;
- Must be physically able to lead sports and recreation programming;
- Must have Valid certification in C.P.R. & First Aid;
- Must be punctuality in workplace settings;
- Must have an updated immunization record;
- Must have excellent public relation skills;
- A valid Class G driver's license and reliable transportation an asset;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position is offered)

**Salary:** Hourly wage to be determined based on qualifications

**Deadline to Apply: Ongoing Applications received anytime throughout the year.**

Sealed applications can be hand delivered to the reception of the Alderville First Nation main office. Submissions must include a cover letter, resume, along with 3 work related references and/or letters of reference. Fax to (905) 352-3242 or e-mail at [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

Attention HR Manager: Melissa Levesque  
*Re: ON-CALL Recreation Assistant*  
Alderville First Nation  
11696 Second Line Road,  
Roseneath, Ontario K0K 2X0

**For more information, contact Melissa 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. [www.alderville.ca](http://www.alderville.ca)