



JOB POSTING: 4 Month Contract Position RECREATION ASSISTANT - REPOST

Are you a people person? Are you organized and outgoing? Are you thinking about a career in Recreation? Here is an opportunity to learn and train and gain some hands-on experience!

JOB SCOPE: The Alderville First Nation has a great learning & training opportunity for an energetic and reliable individual to fill the position of **Recreation Assistant**. The successful candidate will work under the direct supervision of the Community Aboriginal Recreation Activator (CARA) to assist with and support recreation programming and activities.

Duration: Short-term, part-time contract position starting immediately to March 31, 2019 (~4 months). Twenty (20) hours per week typically between Monday and Friday; **must** be flexible and willing to work evenings and/or weekends as required.

Duties & Responsibilities:

- Assists the CARA when needed with the execution of existing programs, activities and events;
- Supervises, assists and/or leads activities with youth, adults and seniors;
- Assists with booking of facilities and preparation of schedules.

Minimum Qualifications:

- OSSD graduate or Grade 12 equivalent; College Diploma in recreation or related social science an asset;
- Understanding of community based recreation and fitness programming an asset;
- CPR, First Aid and AED; ongoing renewal as required to maintain current certification
- Demonstrated knowledge and understanding of Native culture, governance, traditions, teachings, community dynamics
- Must have excellent oral & written communication skills, interpersonal skills;
- Must possess a high level of active listening skills, and excellent public relation skills;
- Must have valid Class 'G' driver's license with reliable method of transportation
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered)

Notes:

- Persons of First Nation ancestry are encouraged to apply and identify themselves in their cover letter

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$14.46 - \$15.23 per hour

Deadline to Apply: Monday, December 10, 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: *Recreation Assistant*

For full job description, contact Melissa Levesque at (289) 435-2008. 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.