

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:** Friday, May 13, 2022 - 4:00 p.m.
- 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:
*Jessica Paul, Junior 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:	April 2021
Terms:	9 weeks Fixed Term 30 hrs/wk
Job Reports to:	General Manager of the Sports Complex and Facilities

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

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