

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

KAHNAWAKE SUMMER STUDENT EMPLOYMENT PROGRAM (KSSEP) 2024

JOB OPPORTUNITY

<u>POSITION:</u>	Park Attendant (Summer Student) – Sports & Recreation Unit
<u>DURATION:</u>	Fixed-Term, Full-Time
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	Summer Student – Level B Highschool - \$16.00 (8 weeks) (June 17- August 23, 2024)
<u>Hours of Operation:</u>	8:30-4:00pm
<u>Hours per week:</u>	35 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Friday, May 24, 2024- 4:00 p.m.
<u>Requirements:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE</u> THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED. <ul style="list-style-type: none">✓ Applicant Checklist✓ Letter of intent✓ Resume✓ Registered at Tawatohni'saktha (KSSEP)

APPLICATION:

Please address your application to Dawn Stacey, Manager of Recruitment & Staffing.
Forward your complete application via e-mail to: Applications@mck.ca

NOTE: Job Descriptions can be obtained on our website:
www.kahnawake.com/jobs and/or www.kedc.biz

- **Please ensure applications are submitted complete, as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**

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Job Description

GENERAL INFORMATION	
Job Title:	Park Attendant(s) (Kahnawake Beach/Mini Putt)
Division:	Sports & Recreation Unit
Date of Job Description:	March 2023
Terms:	8 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	
<p>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 and Kahnawake Mini Putt. This position will require dealing with the public, have responsibility over concession sales, acting as caretaker for the venue, and performing demonstrations of the activities held in the parks. Students may be placed at either venue, depending upon schedule.</p>	

RESPONSIBILITIES	TASKS
Assumes Responsibility for Visitors of the Kahnawake Mini Putt/Sesame Park and Kahnawake Beach.	<ul style="list-style-type: none"> ➤ Addresses emergency situations (injuries, etc.) in a timely and professional manner; ➤ Contacts Kahnawake Peacekeepers/Kahnawake Fire Brigade in case of emergency situations; ➤ Ensures that visitors adhere to all venue safety rules; ➤ Ensures rules and regulations affecting drug use and public intoxication are followed up; ➤ 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;

	<ul style="list-style-type: none"> ➤ Responsible for reminding visitors of safety rules as needed; ➤ Responsible for receiving identification from guests in exchange for putters/ping pong paddles; ➤ Ensures all equipment is handed in and ID returned before guests leave; ➤ Ensures all equipment is sanitized upon being returned; ➤ Ensures venue and playing area are free of broken glass, debris, or other dangerous obstacles; ➤ 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.
Ensures the daily operations of the Venue	<ul style="list-style-type: none"> ➤ Responsible for sales (ice cream, water, etc., no cooking) and keeping a sales sheet; ➤ Responsible for helping with cashout of the concession each night; and ➤ Responsible for taking inventory each shift.
Performs Minor Animation as part of the Keep on Movin' Kahnawake Program	<ul style="list-style-type: none"> ➤ Responsible for learning the rules and instructing/advising visitors on miniature golf and table tennis if requested; and ➤ Performs minor animation/sports demonstrations if requested.

➤ Performs other job-related duties as directed by immediate supervisor.

ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ To monitor visitors 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 mini putt, sensory playground, and table tennis courts ➤ To be responsible for cash handling and inventory ➤ To use discretion and handle safety and security issues with Visitors, ➤ To ensure supervision of Visitors; ➤ To ensure the cleanliness and routine maintenance of the premises ➤ To deal with internal and external clients in a tactful, discreet, 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; <li style="padding-left: 20px;">plus 2023 KSSEP student.
Skills Requirements	<ul style="list-style-type: none"> ➤ Knowledge of CPR/First Aid principles; ➤ 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; ➤ 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