

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](http://www.kahnawake.com)

## KAHNAWAKE SUMMER STUDENT EMPLOYMENT PROGRAM (KSSEP) 2024

### JOB OPPORTUNITY

<b><u>POSITION:</u></b>	Senior Lifeguard (Summer Student) – Sports & Recreation Unit
<b><u>DURATION:</u></b>	Fixed-Term, Full-Time
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	Summer Student – Level C Cegep - \$17.50 (8 weeks) (June 17-August 23, 2024)
<b><u>Hours of Operation:</u></b>	Rotating Schedule
<b><u>Hours per week:</u></b>	35 hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	Friday, May 24, 2024- 4:00 p.m.
<b><u>Requirements:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE</u> THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.</b> <ul style="list-style-type: none"><li>✓ Applicant Checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li><li>✓ Registered at Tawatohni'saktha (KSSEP)</li></ul>

### APPLICATION:

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

**NOTE:** Job Descriptions can be obtained on our website:  
[www.kahnawake.com/jobs](http://www.kahnawake.com/jobs) and/or [www.kedc.biz](http://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	
<b>Job Title:</b>	Senior Lifeguard (Kahnawake Beach)
<b>Division:</b>	Sports & Recreation Unit
<b>Date of Job Description:</b>	January 2024
<b>Terms:</b>	8 weeks Fixed Term, 30 hrs/wk
<b>Job Reports to:</b>	General Manager of the Sports and Recreation

THE INCUMBENT	
<b>Name of Incumbent:</b>	
<b>Date of Hiring:</b>	
<b>Name of Supervisor:</b>	Kwaronienhawi Jacobs

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.

RESPONSIBILITIES	TASKS
Responsible for the safety and security of visitors and staff of the Kahnawake Beach.	<ul style="list-style-type: none"><li>➤ Constantly monitors swimmers in water and beach visitors;</li><li>➤ Acts as a first responder to any injured persons in water or on Beach premises;</li><li>➤ Addresses emergency situations (rescues, injuries, etc.) in a timely and professional manner;</li><li>➤ Contacts Kahnawake Peacekeepers/Kahnawake Fire Brigade in case of emergency situations;</li><li>➤ Ensures that visitors adhere to all beach safety rules;</li><li>➤ Ensures rules and regulations affecting drug use and public intoxication are followed up;</li><li>➤ Deals with security issues as they occur, calling Peacekeepers, communicating with visitors, and contacting Immediate Supervisor as needed;</li><li>➤ Responsible for documenting emergency or security issues and keeping shift logs after the fact;</li></ul>

	<ul style="list-style-type: none"> <li>➤ Responsible for carrying out and documenting results of safety and security inspections of the premises upon opening and closing;</li> <li>➤ Measures the quality of the water and posts score daily, taking corrective measures when necessary;</li> <li>➤ Responsible for reminding visitors of safety rules on the dock and slide;</li> <li>➤ Ensures no youth climb on the lifeguard's chair;</li> <li>➤ Ensures beach area is free of broken glass, debris, or other dangerous obstacles;</li> <li>➤ Ensures cleanliness of the Rescue Station intermittent sanitization of portable washrooms;</li> <li>➤ Ensures proper cleaning products are always in stock or requisition;</li> <li>➤ Keeps equipment and First Aid supply inventory, updates as needed; and</li> <li>➤ Supervises Junior Staff and acts as coverage/support as needed.</li> </ul>
<p>Ensures the daily operations of the Kahnawake Beach</p>	<ul style="list-style-type: none"> <li>➤ Reports any damages, vandalism, or major repairs needed to the Immediate Supervisor upon opening;</li> <li>➤ 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;</li> <li>➤ Responsible for cashout of the concession each night;</li> <li>➤ Responsible for filling out shift logs for sales;</li> <li>➤ Inspects and maintains the AED and other First Aid / Rescue equipment after each use;</li> <li>➤ Responsible for the aiding in the closing process on Labour Day weekend;</li> <li>➤ Responsible for aiding in the removal of the dock and buoys at the end of the season.</li> </ul>
<p>Performs Landscape Laborer duties in the event of a beach closure.</p>	<ul style="list-style-type: none"> <li>➤ Maintenance of fields used by Kahnawake Minor Sports, assist in Kahnawake Sports Complex and Playground Annual Operations, assist in Playground/Sports Facility Inspections and Safety training.</li> <li>➤ Performs Park Attendant duties in the event of a beach closure. Assumes responsibility for visitors of the Mini Putt/Sesame Park and Kahnawake Beach, ensures daily operations of the venue, performs minor animation as of the Keep on Moving Kahnawake Program.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Performs other job-related duties as directed by immediate supervisor.</li> </ul>	

### ACCOUNTABILITY

- 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, discreet, and courteous manner;
- To maintain confidentiality;
- To adhere to the MCK Administration Manual-Personnel Policy and Kanienkeha Language Initiatives.

### QUALIFICATIONS

<b>Education and Experience Required</b>	<ul style="list-style-type: none"> <li>➤ Requires 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) program.</li> <li>➤ 2023 KSSEP student enrolled in a post-secondary program.</li> </ul>
<b>Skills Requirements</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of water safety, rescue/First Aid principles;</li> <li>➤ Physically fit, athletic background, proven swimming ability;</li> <li>➤ Responsible and strong work ethic;</li> <li>➤ Strong communication and customer service skills;</li> <li>➤ Ability to work independently;</li> <li>➤ Ability to work overtime in evenings and on weekends appreciated;</li> <li>➤ Ability to work in constant exposure to heat and outdoor environment;</li> <li>➤ Must possess a valid Quebec Driver's License;</li> <li>➤ Ability to communicate in Kanien'kéha and French is an asset;</li> <li>➤ Willingness to learn Kanien'kéha is required.</li> </ul>

\_\_\_\_\_  
IMMEDIATE SUPERVISOR

\_\_\_\_\_  
INCUMBENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE