

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

·Isi Nīkaio`tenfiseró:tens Nē Onkweshón: `a Rotiio`tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

KAHNAWAKE SUMMER STUDENT EMPLOYMENT PROGRAM (KSSEP)

JOB OPPORTUNITY

POSITION: Recreational Facilities Trainee, Sports and Recreation Unit
MCK

DURATION: Eight (8) Weeks – Full-Time

DESCRIPTION: See Attached Job Description

SALARY: Based on Tewatohnni'saktha KSSEP rates

Hours per week 37.5 hours

DEADLINE FOR APPLICATION: Friday, June 5, 2015 - 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) professional references**

SPECIAL REQUIREMENTS: **All applicants MUST be registered as a High School student with the Tewatohnni'saktha KSSEP.**

Please forward to:
Dawn Stacey, Employee Placement Administrator
Human Resources Unit
Mohawk Council of Kahnawà:ke

**** A preference will be given to Aboriginal candidates.***

Please note: Job descriptions and waivers can be obtained from the Main Reception area at the Mohawk Council of Kahnawà:ke.

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JOB OPPORTUNITY

<u>POSITION:</u>	Recreational Facilities Trainee
<u>IMMEDIATE SUPERVISOR (1):</u>	Minor Sports & Operations Coordinator
<u>IMMEDIATE SUPERVISOR (2):</u>	GM Recreational Facilities & Sports Complex
<u>DATE:</u>	April 2015

GENERAL ACCOUNTABILITY:

To assist the Sports and Recreation Unit with maintenance, scheduling and safety inspection of the Kahnawá:ke Sports & Recreation Facilities. The successful candidate will learn to prepare for games and learn the day-to-day skills needed to run a program as well as maintain the fields and playing surfaces. In addition, the student will create and maintain the 2015 Playground Summer Safety Audit Log and learn how to assist in playground inspections and minor repairs.

KNOWLEDGE & SKILL REQUIREMENTS:

Candidates for this position should be very reliable and self-motivated with good organization skills. Candidates should have the ability to work independently as well as part of a team effort; candidates must have a driver's license. Candidates must possess some computer skills. This is a position that requires physical fitness in order to carry out manual labour and fieldwork duties. The successful candidate will be trained to perform his or her duties. An interest in learning new skills is important for this position. The willingness to learn Kanien'kéha is an asset.

MAJOR RESPONSIBILITIES:

1. Schedule maintenance of fields used by Kahnawá:ke Minor Sports.

- Help maintain grass, cut, water, seed if needed, etc.
- Clear fields of debris and/or rocks, rake, sweep.
- Ensure that all lines are visible and clear.

2. Schedule field usage for Kahnawá:ke Minor Sports.

- Work with minor sports contacts and obtain league schedules.
- Develop and distribute a Master Schedule of Kahnawá:ke sports.
- Make updates and changes to the schedule as needed.

3. Assist in Kahnawá:ke Sports Complex Annual Preparations.

- Become acquainted with procedures associated with opening/closing season.
- Learn how to create and maintain maintenance schedules and repair logs.

4. Assist in Playground/Sports Facility Inspections & Safety Training

- Learn how to perform playground and facility safety inspections.
- Learn how to track and maintain a list of maintenance and repairs.
- Learn CPR/First Aid for minor sports.

5. Carry Out Any Other Related Duties As Required By The Immediate Supervisor.

WORKING CONDITIONS:

37.5 hour, 5-day workweek. Outdoor manual labor work, weekend and/or evening hours will be required.

Summer Student Training Plan

2015 Recreational Facilities Trainee

The purpose of this position is to give the student a practical picture of working in the recreation field and working at the Sports & Recreation Unit in particular. To this end the student will be working with different staff members, as well as his or her immediate supervisor to gain experience in most aspects of the field.

Week 1 & 2 : Familiarization/Playground & Sports Facility Inspection

The purpose of this is to help the student become accustomed to the unique work environment of the Sports & Recreation Unit, as well help the student ease into working full time.

The student will be acclimatized to the work environment and meet with all of the SRU members he or she will be working with to gain an overview of the scope of his or her employment.

The student will learn all about the various programs and organizations involved in working with the Sports & Recreation Unit.

The student will learn the duties expected of him or her and the basic overall timelines.

The student will familiarize themselves with equipment and tools of the trade.

Recreation safety is a major concern for the SRU; the student will undergo special training to gauge all potentially dangerous situations and objects at SRU facilities.

The student will be brought out into the field to learn what is looked for when a facility or playground is inspected for safety.

The student will assist the Inspector and be taught how to schedule inspections and make recommendations in order to bring playgrounds up to code. This is an

ongoing process and the student will be brought to inspect the playgrounds periodically.

The student will also begin the 2015 Playground Summer Safety Audit Log, documenting all repairs and maintenance at each playground during the season.

Week 3 - 8: Field Work

The student will be called on to do some manual labour and aid the Recreation Facility Maintenance Worker.

The student will learn the reasoning behind the constant upkeep of the fields as well as how to perform some of the duties like line making, grass cutting and equipment maintenance. The student will also learn about the annual pre-season preparations of the Kahnawá:ke Sports Complex maintenance staff .