



# Beausoleil First Nation

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Christian Island, ON

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**Date Posted:**

**May 8<sup>th</sup> 2018.**

## **Employment Training Opportunity**

**This is an OTTER FUNDED TRAINING POSITION.**

Beausoleil First Nation is seeking a qualified and self-motivated individual who will be assisting with the planning, organizing, and implementation of all Beausoleil First Nation Recreation Programming.

### **JOB TITLE: RECREATION AND EVENTS ASSISTANT**

#### **Minimum Qualifications**

1. Have not been trained in an OTTER type position in the past two years.
2. Grade 12 Graduate
3. Willing to undertake further training
4. Organized and able to work independently
5. Good teamwork and Interpersonal skills
6. Proficient in MS office skills including Microsoft Word, Excel and Outlook.
7. Aboriginal Ancestry preferred
8. Provide a Criminal Reference Check and VSS (upon offer of employment)

#### **Duties**

1. Participate in professional development training in Can Fit Pro Personal Training, Certification, Fundamental Movement Skills, High 5 sport for children, Emergency First Responder Training, Leadership, Team Building and Coaching Skills, Workplace Health and Safety, First Aid and CPR, and WHMIS
2. Assist in scheduling, organizing and providing fitness programs and training
3. Assist with development of programming, projects, special events and administrative duties
4. Provide assistance and direction as required by individuals/groups utilizing services and facilities
5. Perform daily inspections of equipment and advise management of any damage, deficiencies and the need to repair or replace any items
6. Supervise and motivate individuals or groups that are utilizing the fitness centre and participating in programming
7. Ability to work with and direct volunteers who assist with the delivery and coordination of programs
8. Assist in the coordination of community events such as National Indigenous Day, Island in the Sun Pow Wow, Achievement Day, Remembrance Day, Community Athletic Banquet, Community Christmas Party and Winterfest.

**Duration:** Term Contract until March 31, 2019

**Closing Date:** **May 18<sup>th</sup>, 2018 @ 12:00 PM**

**Hours of Work:** 35 hours per week (evenings and weekends) **Rate of Pay:** \$15.00/hour

**Supervisor:** **Owen Monague** **Functional:** **Georgia Monague**  
Recreation and Events Coordinator **Supervisor** Community Ec Dev Officer

**Applications shall be delivered to the Beausoleil First Nation Administration Building.** Applications must consist of the following: **Cover letter and CURRENT resume.** Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable; however, applicants selected for an interview must present the original signed letter of application at the interview.

**Thank you to all who apply, however, only those selected for an interview will be contacted.**