

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

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

Tsi Nikaio'tenhséro: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>	Two (2) Landscape Laborers, Sports & Recreation
<u>DURATION:</u>	June 17 – August 9, 2024 (8 weeks)
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$15.75 per hour KSSEP Rate: Level B (High School)
<u>Hours of Operation:</u>	Rotating Schedule
<u>Hours per week:</u>	30 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Friday, June 7, 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 Check list✓ Letter of intent✓ Resume✓ Must be registered with Tawatohni'saktha

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 OPPORTUNITY

<u>POSITION:</u>	Landscape Labourer
<u>IMMEDIATE SUPERVISOR (1):</u>	General Manager of Recreational Facilities & Sports Complex
<u>IMMEDIATE SUPERVISOR (2):</u>	Director of Sports & Recreation
<u>DATE:</u>	March 2023

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 sports facilities for games and learn the practical skills needed to run a program of maintenance as well as preparing the fields and playing surfaces.

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 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. Perform 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.
- Cut shrubs and hedges, small trees, chop wood as required.
- Perform landscaping at parks and recreational facilities.

- Ensure that all lines are visible and clear.
 - Emptying garbage in playgrounds and beach, picking up debris as needed.
 - Cleaning and sanitization of bathrooms will be required on rotating shift.
- 2. Assist in Kahnawá:ke Sports Complex and Playground Annual Preparations.**
- Become acquainted with procedures associated with opening/closing season.
 - Act as construction assistant, light carpentry work (e.g. making picnic tables, repairing bleachers, etc.)
 - Learn how to create and maintain maintenance schedules and repair logs.
- 3. 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.
- 4. Carry Out Any Other Related Duties As Required By The Immediate Supervisor.**

WORKING CONDITIONS:

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