



<b>Position:</b>	Sports Complex Assistant	<b>Accountability:</b>	Community Activator and Employment Counsellor
<b>Hours of Work:</b>	32 hrs/week	<b>Employment Status:</b>	Summer Student – 8 weeks
<b>Circulation Level:</b>	Level I	<b>Preferences:</b>	MFN Band Member must be a student

The Sports Complex Assistant:

### Duties and responsibilities

- Assist in enforcing rules and regulations of recreational facility and to assist in maintaining discipline and ensure safety of customers
- Manage the daily operations of the recreational facility
- Complete and maintain attendance sheets
- To assist and research healthy alternatives for families and individuals
- To assist recreational groups in their activities through scheduling facilities and the use of all equipment available
- To learn, assist and guide clients/patrons on the use of all exercise equipment that is available for community use
- Greet customers, guests and membership
- Develop a constructive and co-operative relationship with membership
- Dust furniture, walls, machines and equipment
- Clean building floors by sweeping, mopping, scrubbing or vacuuming them
- Gather and empty trash
- Service, clean and supply restrooms

### Qualifications

- Ability to work flexible hours
- Must have good interpersonal and organizational skills
- Must sign a "Confidentiality Agreement"
- Must provide a "Clear Criminal Reference Check"
- Must have efficient problem solving skills

### Eligible Students

- Students hired by recipient organizations must meet the eligibility criteria of the program:
  - All students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 and not yet reached the age of 25 upon commencement of employment or up to 29 years for person with a disability, if disabled, within the meaning of s. 10 of the Ontario *Human Rights Code*, R.S.O. 1990, c. H. 19, as amended from time to time.
  - Proof of enrolment must be provided to the employer.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Attention: Robert Morningstar – Employment Counsellor  
Marked: **CONFIDENTIAL**  
**EMAIL:** robertmorningstar@mississaugi.com **FAX:** 705-356-1740  
**Deadline:** Friday, May 17, 2019 at 4:00 pm

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