



Position: Sports Complex Assistant (Student)

Circulation Level: Level I

Hours of Work: 25hrs/week

Accountability: Community Activator

Employment Status: Part time

Preferences: MFN Band Member or those of Aboriginal Descent

The Sports Complex Assistant will perform the following duties:

- 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 disinfect supply restrooms.

The Sports Complex Assistant will possess the following qualifications, skills, experiences, and attributes:

- 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.
 - Students must be residents of Ontario.
 - Students must be a Mississauga First Nation member.
 - Note: The student should be living in Ontario at the time they start work. The intention of the program is to provide career related experience to eligible students that are also eligible to work in Ontario.
 - *Student Rehiring:* Students may return to the same position within the same organization for a second summer to a maximum of two summers. Student rehiring must be over two consecutive summers.
- Ability to work flexible hours.
- Must have good interpersonal and organizational skills.

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**. **Please do not submit resumes through Social Media.** 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: Human Resources Clerk
Marked: **CONFIDENTIAL**
EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740
Deadline: September 27 2021 at 4:30 pm