



Mississaugas of the Credit Employment & Training  
659 New Credit Road, Building 2, RR 6 Hagersville ON N0A1H0  
Tel:905-768-1181 ext 223 Fax: 905 768 0404  
Email Michele.king@mncfn.ca

Mississaugas of the Credit First Nation  
Summer Student Job Description

**Position Title:** Sports & Recreation Assistant – One (1) position  
**Position Purpose** To provide assistance to the Social and Health Services' Community Sports and Recreation Coordinator.

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**1. Accountability**

- The Sports & Recreation Assistant is supervised by the Community Sports and Recreation Coordinator.

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**2. Detailed Responsibilities and Expected Results**

- Aiding in the development and facilitation of various sports and recreational activities that promote and support a healthy lifestyle
  - Ensuring all participants are adequately supervised and accounted for during events
  - Engaging in activities is highly encouraged
  - Other duties as assigned.
- I. The efficient, responsible and accountable use of resources entrusted for the delivery of services and programming within the community**
- Always maintain most efficient use of resources
  - Maintain strictest confidentiality
- II. Assists to ensure all the routines required by Social and Health Services are completed in accordance with organizational policies and procedures by:**
- Practicing, promoting and enforcing Health and Safety standards in all aspects of work;
  - Practicing and promoting an effective teamwork approach at all levels of the organization;
  - Providing open and comprehensive communications with all staff while still maintaining confidentiality.
- III. Other Duties**
- Performs other duties as assigned from time to time by the Director of Social & Health Services or designate;

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**3. Qualifications**

**I. Education and Experience**

- Currently enrolled in Secondary or Post-Secondary with in interest in Recreational leadership, Early Childhood Education, Social work, Child & Youth Worker and/or strong sports and recreation background



## II. Knowledge

- Knowledge of the Social and Health Services department and the programs and services offered to community members and band membership.

## III. Skills/Abilities

- Strong Communication skills
- Organizational skills
- Adaptable
- Ability to take direction
- Efficient
- Ability to motivate others
- Strong supervisory skills especially active youth
- Excellent time management
- Trouble shooting skills
- Listening, interpreting and analytical skills
- Resourceful, quick-learner, ability to plan ahead
- Sound decision making skills
- Helpful, trustworthy, flexible, punctual
- Event planning/management

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## 4. Assets

- Valid Driver's License, insured and/or reliable insured vehicle.
- Knowledge of the history, culture and /or language of the Mississaugas of Credit First Nation is an asset.

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## 5. Mandatory Requirements

- Must meet age criteria: 18 – 30 years of age as of start date.
- Must be Mississaugas of the Credit First Nation Band Member (funding requirement)
- Must be enrolled full time for 2018/2019 Academic year and returning to school full-time in September 2019

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## 6. Compensation:

- Wage TBD pending funding (minimum \$14/hour)
- **Start date:** TBD pending funding

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## 7. Deadline

Completed Employment & Training Intake Package, with resume and cover letter(s) due to **Employment & Training office by Friday May 3<sup>rd</sup>, 2019**