

Couchiching First Nation

RMB 2027, RR#2
Fort Frances, ON
P9A 3M3
(807) 274-3228
Fax: (807) 274-6458



Recreation Assistant

Couchiching First Nation is seeking a Casual Recreation Assistant. This is an evening and weekend position. Applicants must be available to work primarily during these times to support recreational programming and events. In this position, the Recreation Assistant will develop and implement culturally relevant programs that promote the holistic development of children, youth, adults and seniors.

Duties & Responsibilities:

- Develop and implement culturally relevant recreational programs for people of all ages.
- Facilitate and encourage parental participation in activities to enhance parenting skills.
- Provide supervised after-school programming for children.
- Identify and address inappropriate behaviour with children effectively and consistently.
- Serve as a positive role model and demonstrate strong leadership skills.
- Promote and develop a positive and progressive relationships with all people that utilize the Multi Use.
- Stay informed about local resources and programs related to Couchiching First Nation.
- Assist in the evaluation of recreation programs for effectiveness and recommend changes.
- Liaise with other departments, recreation associations, organizations, and other First Nations.
- Perform other related duties as required.
- Sanitize and clean equipment, maintain a healthy and clean environment in the Multi Use.
- Open and close for rentals/events.
- Set up/take down tables, chairs, sound equipment, projector and screen for rentals/events.
- Book rentals and create invoices for rentals.
- Inform community members of programming and events by the Recreation Department through utilization of the Recreation Facebook page, Newsletter and/or creating posters.

Qualifications:

- Knowledge of Couchiching First Nation, its programs and local resources
- Knowledge and experience developing and coordinating recreational activities.
- The ability to identify inappropriate behaviours and react appropriately, immediately and consistently.

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- Demonstrated leadership skills with the ability to model positive behaviors and inspire others through supportive interactions and strong interpersonal abilities.
 - Must be able to work as a team member.
 - Possess good written and verbal communication skills.
 - Proficiency with computers and Microsoft 365 software.
 - Valid First aid with Adult/Child/Infant/ CPR certificate (or willingness to obtain).
 - Valid G level driver's license is an asset

Deadline: Friday May 16th, by 4:00PM CST.

How to Apply:

Applicants should include their resume, cover letter and 3 references. References must include three employment related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

By Email: recruitment@couchiching.ca

Postal mail, or in person at:

Human Resources
Couchiching First Nation
RMB 2027, RR2
Fort Frances, Ontario
P9A 3M3

All suitable, qualified Couchiching Band members shall be given first preference.

While we appreciate all who apply, only those selected for an interview will be contacted.

All late applications will be returned unopened.

All incomplete applications will be returned to the applicant.

CFN welcomes applicants from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.