



Job Description

F/T RECREATION SUPPORT WORKER

REPORTS TO

Cultural and Recreation Coordinator in the Health Division

THE POSITION

This is an excellent opportunity to learn more about the Muskoday Community while being a positive role model for our youth. If you want to assist in creating fun and safe youth programming, then we would love to discuss how you'd be a great fit! The Recreation Support Worker will assist the Cultural and Recreation Coordinator in child and youth initiatives. The individual must have knowledge about community sports, rules and regulations, and is required to par-take in the programing evets with the youth.

DUTIES AND RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)

- Assisting in coordinating and facilitating various family activities.
- You will work within a team coordinating planning, scheduling, and supervision.
- MUST understand personal cell-phone usage will not be tolerated while on duty.
- Maintaining and following schedule of all activities.
- Providing safety and observation of all activities. Never laving the youth unsupervised.
- Maintaining daily reports/activity logs and reporting incidents as they occur;
- As a role model for the youth, it is extremely imperative to ensure the youth are directed to the services the Health Centre of any learned difficulties that the youth may be experiencing and reporting to your supervisor, as needed.
- Maintain full confidentiality of this division.
- Full participation on mandatory training – CPR/First Aid, and other related training related to this position as set by your supervisor.
- Maintaining list of Community Service Workers and Guardians of the youth, in the event you may need to call for emergencies.
- Creating and providing parent permission slips and registration forms/lists for all activities and trips.
- Frequent communication with parents.
- Planning of events for any off-reserve activities, and collection of signed waivers.
- Occasional driving in the MFN vehicle for off-reserve excursions and activities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Sports, Rules, and Regulations.
- Follows safety protocols.
- Follows Supervisor directive.
- Ability to maintain a calm and composed demeanor to handle any incidents that may arise.
- Experience working with kids/youth, whether as a volunteer or employment.
- CPR/First Aid Training – training will be provided.
- A respected person of their community.
- Able to work with-in a team.
- Strong verbal and written communication skills.
- Maintain Confidentiality.
- Bondable.
- Personal traits required:
 - patient, and responsible, to provide safety and fun for the kids who use these services.
 - Reliable, responsible, honest, and punctual.
 - Being respectful, courteous, and mindful of conduct and appropriate communication with youth.

Job Description for the PT Recreation Worker Continued:

- As a condition of employment:
 - Three (3) year driver abstract;
 - Minimum of class 5 Driver's License of three years experience driving, and successfully added to the MFN SGI Package Policy;
 - Clear/Current CPIC.

WAGE

- Hourly wage dependent on experience.

WORK CONDITIONS

- Shifts are mainly after-hours and weekends.
- Supervision and participation of programming with youth activities.
- Extended periods working in inclement weather.
- Frequent communication with parents and caregivers.
- Ability to safely drive without distractions.
- Absolutely no cell phone usage while driving.
- Never stop on the side of the highway.

APPLICATION PROCESS

PLEASE APPLY WITH A COVER LETTER AND THREE WORK REFERENCES

TO resume@muskodayfn.ca on or before **August 12th, 2024 at 4:30 pm**

❖ *Muskoday First Nation appreciates the interest of all applicants; however, only those selected for an interview will be contacted.*

❖ *Late applicants will not be accepted.*

Acknowledgement And Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

I Agree with this job description _____ (initial)

I disagree with this job description _____ (Initial)

Name: _____

Signature: _____

Date: _____

Witness: _____