

# ONEIDA NATION OF THE THAMES

ADMINISTRATION OFFICE  
2212 ELM AVENUE, RR #2  
SOUTHWOLD, ONTARIO  
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

## JOB POSTING (Open until filled)

**POSITION:** Children Recreation Coordinator

**TERM:** Permanent Full-Time, 35hrs/week,  
Evening & Weekends

**DEPARTMENT:** Community Centre

**WAGE:** \$16.00/hr.

**Posting Date:** October 11, 2018

**CLOSING DATE:** Until position is filled

**Summary:** The Recreation Coordinator will encourage children (6-12yrs) to improve on their physical, emotional, spiritual and mental well being by developing and implementing recreational programming (i.e. sports activities, dance classes, chess club, crafts). The candidate must be able to work cooperatively and effectively with coworkers and other programs and work independently with minimal supervision. The candidate will be supervised by the Youth & Community Centre Supervisor.

### Qualifications:

1. Will possess Grade 12 Diploma or General Equivalency Diploma; or in the process of completing by Dec 2018;
2. College diploma in recreation/physical education or Native Community Care, would be an asset;
3. Minimum of one (1) year of previous employment experience with similar responsibilities;
4. Will have excellent communication skills both verbally and written;
5. Will have computer experience in Microsoft Office software: Word, Excel and Outlook;
6. Possess a valid CPR and First Aid Certificate or willing to obtain.

### Suitability:

1. Own reliable transportation and proper insurance, valid driver's license;
2. Work 35hrs per week, with flexibility in adjusting work schedule to provide evening and weekend activities;
3. Self-motivated and have the ability to interact with objectivity, respect, courtesy, organized, tact and maturity is require at all times during employment;
4. Work cooperatively and effectively with co-workers in a team atmosphere as well as independently;
5. Capabilities of estimating and forecasting a budget and work plan.

### Conditions of Employment:

1. Successful candidate will provide recent (within 2 weeks) Criminal Reference Check-Vulnerable Screening, before starting employment;
2. Successful candidate will obtain CPR/First Aid Certificate at own expense, before starting employment.

### Mandatory Documentation with application:

1. Grade 12 Diploma or GED equivalency;
2. College diploma, if applicable;
3. Three work references OR 2 work & T-character, include names & telephone numbers;
4. Copy of valid CPR/First Aid certificate, if already obtained.

Interested applicants, please submit the above documentation marked "Confidential" by the closing date and time to:

Oneida Administration Office  
Human Resources Department  
2212 Elm Avenue, Southwold, Ontario N0L 2G0  
OR FAX: 652-9287

- \* All applications will be screened according to the above qualifications;
- \* Only those granted an interview will be contacted;
- \* Must be a registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- \* Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that the adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.
- \* Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations please contact Human Resources.

**NOTE:** A full job description is available by contacting Human Resources at 519-652-3244.

**"People of the Standing Stone"**