



**JOB POSTING
ACTIVITY COORDINATOR
FULL-TIME INDEFINITE HIRE
IAKHISOHTHA LODGE
DEPARTMENT OF HEALTH**

SALARY LEVEL: DS10 ST 3 \$51,476.13

DEADLINE TO APPLY: OCTOBER 3, 2023, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Program Manager and as a member of the management team, the incumbent is responsible for the organization and leadership of the recreation and leisure department to meet the needs and expectations of residents and community participants.

QUALIFICATIONS:

- Completion of a two (2) year College diploma in Recreation and leisure studies, therapeutic recreation, kinesiology or other related field of study from a community college;
- 3-5 years relevant experience in a long term care facility with the disabled, special population or elderly clients,
- Knowledge of programs and techniques in recreation, courses in gerontology

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0