



HAISLA NATION COUNCIL

PO Box 1101, Kitamaat Village, BC, V0T 2B0 | (250) 639-9361
Toll Free: 1-888-842-4752 | Fax: 250-632-2840 or 250-632-4794

Haisla Nation Council/Health Department has immediate openings for:

(2) Recreation Centre Attendant –

TERM position and a weekend/on-call worker

Reports to: Recreation Centre Coordinator or designate

Duties:

- Supervision of weight-room/gym floor;
- Assist at Special Events;
- Ensure all doors are securely locked, lights turned off and alarm set at the end of day;
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences and behaviour (i.e. bullying, smoking etc.);
- Check and stock First Aid Box;
- Check and monitor the battery of Defilberator machine;
- Patrol Recreation Centre every hour to prevent and detect signs of unsupervised minors and report to Youth Coaches and/or Recreation Coordinator;
- Monitor and authorize entrance and departure of visitors to guard against theft and maintain security of premises;
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons;
- Circulate among visitors, and patrons, to preserve order and protect property;
- Keep sign out log for equipment and gym usage.

Qualifications:

- Grade 10 completion;
- First Aid, Level One, preferred;
- Building Maintenance Certificate preferred;
- Knowledge of heating and plumbing systems;
- BC Drivers license and own vehicle is an asset;
- Good communication and interpersonal skills;
- Must be willing and able to pass police information's check (formally known as Criminal Records Check).

Interested individuals should submit a cover letter and resume which must include names of three references and the express permission for HNC to contact these references to:

Merle Hudson, Administrative Assistant to Human Resources

Haisla Nation Council
Haisla PO Box 1101
Kitamaat Village, BC
Phone (250) 639-9361, ext. 114
Email: merleHUDSON@haisla.ca

V0T 2B0
Fax (250) 632-2840

No later than 4 pm on Thursday September 20, 2018

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.