



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: [Community Aboriginal Recreation Activator \(CARA\)](#)

Posting Type: Internal/External

Program: Community Wellbeing Centre

Location: Tyendinaga Mohawk Territory, ON

Position Type: Term - Contract

Duration: 5 Month Term ending March 31, 2023

Posting Closes/Deadline: Ongoing until filled

Tentative Interview Dates: TBD

Salary Range: Pay Grade Level C (\$ 49,982~53,788 Annual Salary Range)

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

The Mohawks of the Bay of Quinte is seeking a dependable, enthusiastic individual to fill the position of Community Aboriginal Recreation Activator (CARA). As a member of the Community Wellbeing Centre, and will focus on increasing physical activity, engagement and participation opportunities by providing recreation programs suitable to the needs and interests of all community members. They will promote healthy and holistic lifestyle choices to the members and residents of the community to reduce the incidence of disease.

Reporting:

This position will report to the Director of Community Wellbeing.

Summary of Main Responsibilities:

- Increase community participation by providing a variety of recreation programs to members of the community;
- Works to grow the volunteer base to assist with the management and coordination of community physical activity programs and services;
- Responsible for the coordination and facilitation of the Community Lacrosse Box and Softball diamonds. programming and related summer activities.
- Works in collaboration with other programs within the Community Wellbeing Centre and able to provide wraparound service to community members of all ages.

Key activities:

- Plans, develops, promotes and implements recreation activities to ensure that all community members have access to sport, recreation and leisure programs;
- Ensures that programs are delivered within guidelines and budgets as a part of the Health & Social Services programming.
- Prepare annual work plan and abide by required timely submission of financial reporting as required by Ministry of Tourism Culture and Sport.

Related and other duties:

- Supervises on-call workers and volunteers;
- Assess the sport and recreation needs of the community; research such programs, funding sources and project requirements in conjunction with the Health & Social Services team;
- Evaluate the effectiveness of programs and identify areas where new programs are needed, Schedules activities, facilities and volunteers as required; supervises and leads activities for all CARA related programming;
- Develops annual work plan and program budgets
- Develops and submits funding proposals for the CARA program

Requirements:

- College diploma or degree in recreation or related social science a definite asset.
- Demonstrated recreation, sport and leisure program administration, management and delivery;
- Demonstrated experience with training, development and recognition of Volunteers;
- CPR, First Aid and AED; ongoing renewal as required to maintain current certification;
- CANFITPRO certification an asset;
- Must be physically able to lift, carry, push and pull up to 50 lbs. for moving and set-up of various recreational and fitness equipment;
- Experience in events coordination and planning an asset;
- Must have valid Class 'G' driver's license with reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills with a client & community focus;
- Ability to work in a team environment or independently and to exercise initiative;
- Strong critical thinking skills and the ability to exercise good judgment;
- Ability to instruct, speak in public and facilitate groups, workshops, or one-on-one, in order to consult with individuals, family members and/or other targeted groups;
- Proficient in Microsoft Office Suite, other computer applications and technology.

☞ *Internal Postings are for members of MBQ or active employees only*

☞ *The tentative interview date(s) are subject to change and are posted for planning purposes only*

☞ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*

☞ *Late applications will not be considered*

☞ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*

☞ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte By Fax: 613-396-3627
24 Meadow Drive
Deseronto, ON K0K 1X0 By Email: careers@mbq-tmt.org
ATTN: Careers

For more information or a detailed job description, please contact Jordan Brant at (telephone) 613-396-3424 ext. 120 or (email) careers@mbq-tmt.org

To find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

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