1 RIVERSIDE DRIVE
CHISASIBI, QUEBEC
BOX 150, J0M 1E0

(819) 855-2878
www.chisasibi.ca

CREE NATION OF CHISASIBI – JOB OPPORTUNITY

JOB OPPORTUNITY

TITLE: **Receptionist – Swimming Pool (Part-Time)**

DEPARTMENT: **RECREATION AND LEISURE**

CORE FUNCTION: Under the supervision of the Director of Recreation & Leisure but more specifically, the direct supervision of the Aquatic Coordinator, the Receptionist will work across different areas of the department based on operational needs and scheduled activities. This position is intended to provide additional hands-on support to Recreation & Leisure staff helping ensure programs, activities and facilities operate smoothly and provide a positive experience for community members.

DUTIES AND RESPONSIBILITES:

- Prepare and type correspondence and documents using software such as Word, Excel, PowerPoint, Canva, and other office tools.
- Open, sort, and distribute incoming mail and other materials to the appropriate individuals.
- Respond to telephone inquiries, provide general information to clients and the public, relay messages, and make outgoing calls regarding program cancellations or changes.
- Ensure bulletin boards are regularly updated and coordinate the posting of information on social media platforms.
- Welcome visitors to the pool in a courteous manner, identify their needs, and direct them appropriately.
- Monitor and control pool entries to maintain order and prevent unsafe behavior or vandalism.
- Perform cashiering duties related to pool admissions and the sale of equipment or merchandise.
- Maintain and reconcile records of entries and pool-related sales.
- Provide administrative support to the Lifeguard and Aquatic Coordinator, including preparing memos, posters, letters, filing, and scheduling.

- Send and receive communications via fax and email, ensuring documents are organized and delivered to the appropriate recipients.
- Photocopy, collate, and distribute documents for mailing and filing purposes.
- Process reservation requests and maintain accurate booking records.
- Coordinate and organize pool schedules in alignment with planned activities and programs.
- Prepare requisitions for supplies and materials as needed.
- Compile and maintain data, statistics, and other relevant information.
- Maintain a positive, customer-focused image of the Cree Nation of Chisasibi by addressing concerns, issues, or complaints in a timely and professional manner.
- Represent the Cree Nation of Chisasibi respectfully and professionally when interacting with community members.
- Perform other general office duties as required.
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
- May be required to provide assistance to other departments.
- Perform any other tasks as assigned by their immediate supervisor.

EMPLOYMENT REQUIREMENTS:

- Must have Secondary 5 Diploma
- Must have a General Office Clerk Diploma or Certificate or its equivalent
- Have work experience in a computerized environment – essential
- Must possess strong administrative and organizational skills
- Must be able to write and speak English and Cree, French is an asset
- Knowledge of emergency procedures
- Team leadership and supervisory skills

- Effective verbal and listening communications skills
- Ability to effectively and courteously interact with employees and the general public

EMPLOYMENT CONDITIONS:

- Part-time/on contract (25 hours per week)
- Willing to work evenings, weekends, and holidays.

SALARY RANGE:

- Salary range: $20.00 per hour.

For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date: **November 17, 2026**
End of Posting: **November 30, 2026**

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM