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

(819) 855-2878
www.chisasibi.ca

CREE NATION OF CHISASIBI – JOB OPPORTUNITY

JOB OPPORTUNITY

TITLE: **RECREATION PROGRAMS ASSISTANT (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 Recreation & Leisure Coordinator, the Recreation Programs Assistant, will assist the Recreation & Leisure Coordinator with the preparation and implementation of recreation programs by helping translate program plans into organized, participant-ready activities.

DUTIES AND RESPONSIBILITES:

- Support the Recreation & Leisure Coordinator and Recreation Technician in preparing programs for implementation
- Assist with the preparation, coordination and delivery of recreation programs and activities.
- Help prepare registration lists, forms, attendance sheets, schedules and promotional materials
- Assist with program and event set-up and take-down and equipment and supplies
- Help communicate program information to participants, coaches, animators, staff, etc.
- Help maintain program records by monitoring attendance and collecting feedback
- Help with community outreach and assist with social media/promotional activities
- Perform general recreation department duties
- Provide coverage/support when other recreation staff are unavailable
- Ensure program spaces are clean, organized, safe and ready for participants.
- Help identify and report program issues, participant concerns or equipment needs to the appropriate staff member.
- Assist with tournaments, leagues, activities, camps, workshops, community events, etc.

- Maintain a professional and positive relationship with other departments and community organizations.
- Perform other related duties as may be assigned from time to time by the immediate supervisor.
- 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 possess good organizational and planning skills as well as leadership skills.
- Must have a High School Diploma
- Must be able to write and speak English and Cree, French is a definite asset.
- Must be reliable and punctual
- Must have knowledge with computer programs such as Microsoft Excel and Word, Canva
- Must have a valid driver's license and access to a vehicle when needed.
- First Aid/CPR certification or willingness to obtain
- Must be available during evenings, weekends

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