



**CHIPPEWAS OF GEORGINA ISLAND  
FIRST NATION**

# **JOB POSTING**

## **Recreation Assistant**

**Reports To:** Portfolio Holder

**Classification:** Full-time

**General Description of Duties:**

- Coordinate the various events that take place within the community
- Provide a recreation calendar of events for the community on a regular basis
- Clean gym equipment daily
- Sweep hockey rink, rake baseball diamond, dispose of weeds, trim tree branches, etc.
- Replace & collect garbage and recycling at said facilities
- Sanitize when necessary public areas of said facilities
- Organize supplies/ equipment in storage facilities
- Ensure programs exist that will assist the youth to have access to sport and recreational activities
- Organize community events over the spring and summer with other departments
- Fundraise at events
- Coordinate the various youth events that take place within the community
- Evaluate the effectiveness of the events or programs
- Provide advice on new programming requirements

**Qualifications:**

- Grade 12 education or equivalent.
- Able to take initiative, work independently, and exercise good judgment in the implementation of programs and events
- Demonstrated computer skills in Microsoft office Suite (Outlook, Word, Excel, PowerPoint, Publisher)
- Strong customer service skills
- Excellent communication skills – verbal and written
- Good organizational skills, with the ability to plan and prioritize effectively.
- Ability to work flexible work hours, including evenings and weekends as needed
- Ability to obtain and maintain a Police Information Check with Vulnerable Sector
- Must possess a valid class G drivers license

**Closing Date:** Open until filled

**Contact:** Kevin Winch, Human Resources

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**\*\*\*Only applicants meeting the minimum requirements will be contacted\*\*\***

Resumes may be submitted by fax or e-mail. Job Description is available upon request.

**Posted: August 25, 2025**