



Sucker Creek First Nation EMPLOYMENT OPPORTUNITY

POSITION TITLE: *FITNESS CENTRE FACILITATOR*
TERM of POSITION: *ONE YEAR*

SUMMARY:

Sucker Creek First Nation (SCFN) is looking to hire a Term Fitness Center Facilitator to operate/monitor the SCFN Fitness Centre. The Fitness Centre Facilitator reports directly to the Social Development Director.

DUTIES:

- Open and close the facility as required.
- Receipt of Payment for all services offered.
- Assist with customer queries and questions.
- Create hourly time slot for facility users.
- Assist with set up of and tear down of facilities for functions and events as required.
- Daily Cleaning of facility / provide quality appearance of facility.
- Sanitization of facility equipment / between individual usage.
- Assist with maintenance of equipment as required.
- Purchasing/ordering of supplies as required.
- Assist with supervision of users and enforcement of safety standards.
- Understand and enforce safety standards and code of conduct for facility usage.

QUALIFICATIONS:

- Experience in facility management considered an asset.
- Strong interpersonal skills and the ability to build relationships with others.
- Excellent oral and written communication skills.
- Flexibility regarding work schedule including the willingness to work evenings and weekends.
- Standard First Aid and CPR Certificate preferred, (training can be provided).
- Working knowledge of Microsoft Office.
- Must provide a criminal record (CPIC) check and Child Welfare Information System (CWIS) check, as required.
- Must possess a valid driver's license and submit a driver's abstract.
- Knowledge of First Nations culture and traditions is an asset.
- Oath of Confidentiality must be signed prior to commencing employment.

DEADLINE FOR APPLICATIONS: May 13, 2022 @ 4:30 PM

Late applications will not be considered – Only qualified applicants will be notified for an interview.

Please hand in your resumes, or mail or email them to:

**Attention: Debbie Willier
SCFN-HR
Box 65
Enilda, Alberta T0G 0W0**

**Fax: 780-523-3111
Email: application@scfn.ca
Drop Off @ SCFN Administration Office**