



JOB POSTING

Title: Sauble Park Supervisor Trainees (2)
Reports to: Economic Development Officer
Terms: HAAMB Position (ending September 23, 2022)
Hours: Up to 40 hours per week
Salary: \$17.00/hr
Location: Sauble Park

Job Summary: Reporting to the Economic Development Officer, the Sauble Park Supervisor will provide oversight of the day-to-day activities of Sauble Park and assist with any internal and external communications as required.

Duties:

- Ensure all staff are organized and prepared for their daily responsibilities
- Ensuring employee's daily work plan is completed
- Ensuring all staff are wearing proper protective equipment and uniforms in a respectable manner
- Keeping track of daily driver km log, staff attendance, worker placement, time cards, and various other documentation
- Keeping track of inventory supplies and informing the Economic Development Officer if supplies are needed
- Contacting business partners when needed
- Handling resident and customer complaints in a timely and supportive manner
- Attending administrative meetings when requested
- Preparing season-end report and recommendations for next season
- Ensuring all Sauble Park Rules and Regulations are being adhered to

Qualifications:

- Grade 12 Diploma or G.E.D. equivalency
- Valid Class 'G' Ontario driver's license with a clean driver's abstract
- First Aid/CPR and WHMIS certification an asset
- Can work independently or part of a team
- Excellent organization and communication skills
- Excellent accounting skills
- Willing to work flexible hours

Applicant MUST Include:

- Current covering letter
- Current resume
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday June, 24th, 2022 @ 4:00 p.m.
(No Late Applications Accepted**)**

Only qualified applicants will be contacted for an interview
Qualified Saugeen First Nation members will be given priority

Successful candidate will be asked to provide a Criminal Reference Check

Applications will be received:

At Office: Human Resources Dept, (519) 797-2781, Extension 1110
By Email: tina.jacobs@saugeen.org
By Mail: HR Dept, 6 Cameron Drive, Southampton, ON N0H 2L0