



EMPLOYMENT OPPORTUNITY

Title: Sauble Park Supervisor (2 positions available)
Reports to: Economic Development Officer
Terms: Seasonal Contract
Hours: Up to 40 hours per week
Salary: \$18.00/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 Economic Development Officer of supplies needed
- Contacting business partners when needed
- Handling resident and customer complaints in a timely and supportive manner
- Attending administrative meetings when requested
- Preparing year-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 30th, 2023 @ 4:00 p.m.
(No Late Applications Accepted**)**

Only qualified applicants will be contacted for an interview.

Applications will be received:

At Office: Employment and Training Centre (519) 797-1224

By Fax: (519) 797-3458

By Email: employment@saugeen.org

By Mail: Saugeen First Nation Hiring Committee 28 Joshua Crescent, Southampton, ON N0H 2L0