



Posted: April 4, 2017
Level II

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Management Manual, applications are now being accepted from **STATUS MEMBERS OF ANY FIRST NATION** for the following Part-Time Seasonal positions:

GATE OPERATOR (2 Positions) Petroglyphs Provincial Park

Duties:

- Responsible for the collection of fees for admittance into the Petroglyphs Provincial Park
- Responsible for maintaining a daily journal of the park permits issued
- Responsible for the reconciliation of park permits and revenue on a daily basis
- Responsible for the distribution of information to visitors as required
- Responsible for wearing a uniform and badge as required by the Curve Lake First Nation

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

Education:

- Minimum of Grade 12

Other:

- Proof of valid driver's license
- Indication of use of reliable transportation
- Current First Aid / CPR
- Knowledge in the use of a Fire Extinguisher

RATED REQUIREMENTS:

Knowledge:

- Knowledge of the Petroglyphs Provincial Park
- Basic knowledge of the sacredness of the Rock Teachings to First Nations People

Abilities:

- Ability to handle cash, daily journal and conversion of cash from American to Canadian dollars
- Ability to work flexible hours including weekends and holidays
- Ability to communicate effectively with a variety of personalities

Personal Suitability:

- Excellent Public Relations skills
- Reliable
- Punctual

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

TERMS OF EMPLOYMENT:

This is a Part-Time Seasonal position with an expected start date of May 12, 2017 to October 9, 2017. **The successful candidate(s) must be committed to work the entire duration of the contract.**

The rate of pay for this position is \$13.00/hour. Hours of work will vary between 24 to 32 hours per week. The successful candidate(s) will receive \$10.00 per day for mileage.

Petroglyphs Provincial Park is open 10:00 am – 5:00 pm daily including weekends and statutory holidays.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to:

Abigail McCue, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708

Deadline for Applications: Tuesday April 18, 2017 at 12:00 (Noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) and Police Vulnerable Sector Check (PVSC) prior to commencing work.