



Dajoh Programming Assistant, 124-26-6
Parks and Recreation, Community
Part-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **July 29, 2026**, for the **Programming Assistant** with **Parks and Recreation, Community**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through [My Job Search](#). **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Programming Assistant** Reports to and works under the direction and supervision of the Programming Team Leader.

Type	Part-Time
Closing Date	July 29, 2026
Hours of Work	Up to 24hrs/week
Wage	Minimum \$23.08/hr

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- Successful Completion of Grade 12 High School Diploma or minimum of 2 years working experienced in planning and co-ordinating recreation community activities and/or special events.
- Attending a post-secondary education in the studies of Recreation, Physical Education, Sports Administration, Special Events Certification or related field will be an asset.
- Current Red Cross First Aid and CPR certificate.
- Knowledge of High Five's "Principles of Healthy Child Development".
- Possess excellent organizational, verbal and written communication skills.
- KNOWLEDGE and SKILLS (continued):
- Must have a pleasant attitude and disposition for meeting with the public.
- Possess the ability to plan strategically and logically.
- Display a high degree of initiative to work independently and have the ability to organize the workload so that all deadlines are met.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



- Working knowledge of government policies, programs, services and procedures at the federal, provincial and local levels relative to the delivery of recreation services.
- Must be bondable.
- Possess a valid driver's license and vehicle for travel on Parks and Recreation Department business when required.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out to Eniola Owoso, HR Business Partner at 519-445-2223 ext. 5724 or via email at HRBP6@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Dajoh Programming Assistant – Part-Time – 124-26-6

c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



Six Nations of the Grand River Elected Council – Parks & Recreation Department

DAJOH PROGRAMMING ASSISTANT Position Description

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Programming Team Leader.

PURPOSE and SCOPE of the POSITION:

To assist the Parks and Recreation Programming Team Leader and the Special Events and Programs Coordinator in planning, managing and implementing recreation programming and activity services for the residents of the Six Nations of the Grand River within the policies and procedures established by the Six Nations of the Grand River Elected Council.

RESPONSIBILITIES:

1. TECHNICAL

- i. Responsible to be the front line greeter for the Dajoh Youth and Elders Centre, in providing customer service, direction and general information on what is happening at the Parks and Recreation facilities.
- ii. Monitor/supervise participants and activities during the Drop-in Hours at the Dajoh Youth and Elder Centre to ensure all rooms, the gym and equipment is not damaged.
- iii. Responsible for ensuring no participants are running in the halls at the Dajoh Youth and Elder Centre or playing in the washrooms.
- iv. General knowledge of how to set-up sports or recreation equipment at the Parks & Recreation facilities as required.
- v. Interested in assisting with the implementation of recreation activities for all population groups at the Six Nations of the Grand River.
- vi. Be willing to work independently and show initiative to prioritize tasks.

2. ADMINISTRATIVE

- i. Responsible during the Drop-in Hours at the Dajoh Youth and Elder Centre to register participants, complete sign in and sign out waiver forms, provide general facility information to the public.
- ii. Responsible to take booking information for the rooms and gym in the Dajoh Youth and Elder Centre for review and approval by the Programming Team Leader.

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2. ADMINISTRATIVE (continued)

- iii. Responsible for answering the phones and directing general public inquiries to the appropriate Staff person during evening and weekend hours.
- iv. Responsible to maintain a computer database for program and special event rentals.

2. COMMUNICATION AND LIASON

- i. Responsible to communicate effectively with supervisors, co-workers and the general public.
- ii. Liaises with programming personnel from other Six Nations of the Grand River Elected Council Departments and the community of Six Nations of the Grand River.
- iii. Communicate effectively with the general public about special events, programs, activities and provide all pertinent information when requested.

4. OTHER RELATED DUTIES

- i. Responsible for ensuring all rooms and the gym in the Dajoh Youth & Elders Centres are left in a clean manner after the Drop-in Hours are finished for the day.
- ii. Responsible to check and clean the appliances in the Oneida and Seneca Room at the Dajoh Youth & Elder Centre.
- iii. Assist Programming Team Leader and Special Events/Programs Coordinator with evening programs and special events as may be required.
- iv. Performs related duties as may be required by the Programming Team Leader.

WORKING CONDITIONS:

- Major element is that peak activity hours are usually during leisure hours such as late afternoons, evenings and weekends.
- Core working hours will be during the Drop-in Hours at the Dajoh Youth and Elder Centre which will be scheduled in the evenings, on weekends and on Holidays.
- Responsible to work at Special Events sponsored by the Parks and Recreation Department.
- Work has a high public profile and contact with community representatives.

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WORKING CONDITIONS (continued):

- Subject to peak periods, interruptions and deadlines.
- Periodically involves unscheduled hours and out of the office work.
- Mental stress; interaction with the public who may sometimes be hostile or irate.

WORKING RELATIONSHIPS:

With the Programming Team Leader:

Receives instruction, supervision and guidance from the Programming Team Leader to ensure tasks are completed efficiently and effectively. Will provide input periodically on community recreation programming plans and priorities.

With other Parks and Recreation Employees:

Provide effective communication, courtesy, co-operation and teamwork.

With other Six Nations of the Grand River Elected Council Employees:

Provide effective communication, courtesy, co-operation and teamwork

With Six Nations Sports Associations, Teams and Recreation Groups:

Awareness of community groups, courtesy, effective communication, cooperation and customer service.

With the General Public and the Media:

Displays courtesy, effective communication, co-operation and customer service

KNOWLEDGE and SKILLS:

- Successful Completion of Grade 12 High School Diploma or minimum of 2 years working experienced in planning and co-ordinating recreation community activities and/or special events.
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KNOWLEDGE and SKILLS (continued):

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IMPACT of ERROR:

Errors in carrying out duties could lead to lost credibility, unfavourable public relations, confusion, duplication of effort, financial problems and misinformation being given to the Programming Team Leader, Director of Recreation, which would then impact the Six Nations of the Grand River Elected Council, Six Nations Parks and Recreation Department and the general public.

CONTROL:

Guiding principles set by the Six Nations of the Grand River Elected Council for the Six Nations Parks and Recreation Department.

Works within the administrative policies and procedures established by the Six Nations of the Grand River Elected Council for the Six Nations Parks and Recreation Department.