



JOB OPENING

Local Posting

Complex Attendant

Sports & Leisure Department

The Complex Attendant is responsible for greeting clients and supervises, monitors, and delivers a variety of recreation and sports activities for various age groups for the use of the Sports Complex Gymnasium and the Ballpark. The incumbent is expected to be familiar with information related to the sports facilities in order to assist clients in accessing services offered.

KEY RESPONSIBILITIES

- Greet clients and answer questions regarding programs, facilities, and activities
- Maintain the booking of sports facilities and equipment rental
- Make sure all clients are up to date in their memberships and ensure renewal when needed
- Maintain attendance reports for all users
- Report safety and/or security concerns
- Monitor change rooms and washrooms for cleanliness
- Report any maintenance problems to the maintenance team
- Open and maintain files regarding membership and balance month end membership files
- Follow opening and closing procedures
- May be required to complete various reports
- Perform other related tasks as requested

QUALIFICATIONS

- High School Diploma
- 1 year or less of relevant experience
- Fluency in Cree and English, French an asset
- Client oriented
- Good oral communication skills
- Ability to use tact, diplomacy, initiative, and organizational skills

Status: **Regular Full-time / 35 hours a week**

Subject: **Three (3) Month Probation**

Salary: **\$19.99 – 29.98**

Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **March 3, 2026** via email to jobpostings@wemindji.ca or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0