



32 Machishteweyaau Trail
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EMPLOYMENT OPPORTUNITY

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

TITLE: Fitness Monitor
Location: 13 Lakeshore Road, Nemaska, Quebec, J0Y3B0
Salary: (\$37,492 min. - \$56, 238 max.) plus northern allowance
Closing Date: August 14, 2025
Employment Status: Contract – 1 year

Summary of Position

Reporting to the Sports Complex Coordinator, the Fitness Monitor is responsible for the ongoing monitoring of fitness-related programs and activities in the fitness center, in order to support the promotion of the health and well-being of members of the Cree Nation of Nemaska.

Duties and Responsibilities

Functional Responsibilities:

- Monitor fitness activities and events and ensure safety of all participants.
- Participate in the promotion and advertising of all programs and activities, in order to ensure that community members are aware of activities and are encouraged to participate.
- Assist in the planning of fitness-related events. Prepare for potential emergency situations by notifying authorities and ensuring that there are appropriate security measures in place.
- Assure the safety and security of the fitness center and of the equipment. Perform regular maintenance.
- Ensure all work is done in accordance with established policies and procedures.

Administration and Reporting Responsibilities:

- Assist Supervisor with the preparation of detailed plans for all fitness-related initiatives.
- Coordinate and administer all logistics in advance of fitness-related initiatives including procurement of material and equipment.
- Assure that there is sufficient inventory of materials on-hand and order/repair materials as required.

Qualifications

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education

- High School Diploma with additional training program in Sports Administration.
- Knowledge of CPR and First Aid an asset.

Experience

- One year or less of relevant experience.

Languages

- Spoken fluency in Cree and English.
- Written fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and abilities

- Customer focused and service oriented.
- Strong knowledge of sports administration.
- Proven ability to communicate effectively.
- Proven ability to keep information confidential.
- Strong attention to detail and accuracy.
- Strong organizational skills and the ability to multi-task.

Working Environments

The Fitness Monitor works at the Sports Complex as well as onsite and outdoors. The incumbent is responsible for working regular hours as per the determined schedule, with one hour off for lunch, but could be called outside of the regular work hours. In addition, because of the nature of work, attendance may be required at odd hours and weekends for emergencies.

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications.

Please forward this information at the attention of:

Lori-Ann Wapachee
 Director of Human Resources
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