



Field Maintenance Team

Reporting to the Facilities Manager, Field Maintenance Crew Members are responsible for the upkeep and general maintenance of playing fields in the Dakota CC catchment area and greenspaces around the Dakota CC.

- Perform athletic field maintenance including grass cutting, weeding, line painting, infield screening, setting up goal posts.
- Transport equipment to various fields in the catchment area.
- Perform landscaping work.
- Conduct basic equipment inspections and maintenance.
- Inspect fields for any safety concerns and report to supervisor if any.
- May be assigned to other duties during inclement weather.

Qualifications and Experience:

- Ability to operate machinery and equipment such as push lawn mowers, zero turn mowers and grass trimmers.
- Experience with tractors and tri deck mowers is an asset.
- Relevant experience considered an asset.
- Valid Standard First Aid and AED certificate is desired or in progress.
- Valid Class 5 driver's license
- Demonstrated physical fitness to perform the duties of the job (lifting, carrying and storing of heavy equipment, bending, walking and climbing stairs to access all areas of the Centre inside and outside of the buildings and other physical tasks as required.)

Finance, HR & IT Student

The Summer Student for the Finance, HR & IT area will be an energetic, organized individual who will assist in administrative activities. This Summer Student will use their business skills to help organize and analyze data.

- Organize and maintain filing system for accounting invoices
- Help the Finance Assistant prepare and analyze transactions
- Prepare business cases for new areas of growth for the centre
- Organize historical data for financial analysis

Qualifications and Experience:

- Ability to exercise initiative and make decision in accordance with applicable rules, regulations, and policies set by DCC, the City of Winnipeg, and/or Province of Manitoba.
- A background in business specifically Finance & HR
- Ability to work in an office setting with office systems (word processing, spreadsheet, e-mail)
- Must be able to complete a Child Abuse Registry Check

➤ Summer Camp Counsellor

The Summer Camp Counsellor must be an energetic, fun-loving individual who loves to work with children and enrich their summer experience. Dakota offer a wide variety of camps including sport, art, and creative options. The camps will be a balance between learning new skill in a fun way, games, crafts, and other fun activities.

- Ensure safety of children at all times and carry out safety procedures.
- Supervise children at all times.
- Greet children in the morning/supervise children at the end of the day for pick up
- Carry out all programming in accordance with camp program plans
- Assist in setting up camp activities.
- Abide by all camp policies, procedures, and current health orders.

Qualifications and Experience:

- Demonstrated ability to work with a diverse client base with experience in working and managing children.
- Demonstrated ability to work with internal team members to communicate effectively what is required for each week of camp.
- Ability to exercise initiative and make decision in accordance with applicable rules, regulations, and policies set by DCC, the City of Winnipeg, and/or Province of Manitoba.
- Valid First Aid and AED certificate is desired or in progress.
- A combination of relevant education and experience will be considered.
- Must be able to complete a Child Abuse Registry Check

Communication/Special Events Assistant

The communication assistant will assist the Communications & Marketing Coordinator in various tasks designed to benefit the growth and established mission, vision, values of Dakota Community Centre. This job would be ideal for a student looking to pursue a career in communications (journalism, media production, advertising, public relations)

- Help operate DCC's social media accounts by creating and posting content as approved by the coordinator.
- Writing, editing and proofreading stories from around the community centre.
- Assist in creating multimedia content (graphical, video etc...) for purposes of marketing and brand growth aligned to match DCC's brand.
- Assist with events (fundraising, community etc.) around the centre
- Work on building and organizing a photo library of various events and activities happening around DCC.

Qualifications and Experience:

- Demonstrate strong interpersonal and customer service skills
- Experience in digital promotion, graphic design
- Computer competency