

kakisiwew-ochapowace Nation

Title: Chief Denton George Memorial Multiplex Manager	Reports to: Director, Housing & Infrastructure
Employment Status: Full-time, Permanent	Location: kakisiwew-ochapowace Nation

At kakisiwew-ochapowace Nation, our people are our greatest strength. Guided by nehiyaw values—wîcihitowin (helping one another), tâpwêwin (honesty), tapahtêyimisowin (humility), and kistêyihitamowin (wisdom)—we are committed to building strong, safe, and culturally grounded services for our citizens.

We are seeking a **Chief Denton George Memorial Multiplex (CDGMM) Manager** to lead and oversee all aspects of the Multiplex, a vibrant hub of recreation, wellness, and community pride. The successful candidate will ensure the facility operates safely, efficiently, and in alignment with the Nation's vision of miyo-pimâtisiwin (the good life).

What You Will Do - Reporting to the Director, Housing and Infrastructure, the CDGMM Manager will:

- Lead the day-to-day management and coordination of all Multiplex operations, including arena, kitchen, canteen, and event spaces.
- Supervise and support a diverse team of attendants, custodial, and canteen staff to deliver high-quality service.
- Oversee maintenance, repairs, and safety inspections, ensuring compliance with Occupational Health and Safety standards.
- Manage budgets, track revenues and expenses, and maintain accurate financial and operational records.
- Build partnerships with schools, sports organizations, and community groups for tournaments and events.
- Promote cultural inclusion by integrating nehiyaw values and supporting traditional gatherings, feasts, and ceremonies.
- Foster a respectful, team-based work environment rooted in collaboration, accountability, and cultural respect.

Who You Are

You are a skilled and community-minded leader with a passion for recreation, health, and cultural connection. You combine hands-on operational expertise with strong leadership and communication skills.

You bring:

- A diploma or degree in Facility Management, Recreation Management, Business Administration, or a related field, an equivalent combination of education, training, and experience will also be considered.
- A minimum of three (3) years of progressive management or supervisory experience in facility operations, recreation, or building maintenance.
- Knowledge of ice plant systems, HVAC, safety procedures, and facility scheduling.
- Strong budgeting, organizational, and time management skills.
- Experience in event coordination, staff development, and customer service.
- Familiarity with nehiyaw teachings, kakisiwew-ochapowace Nation's cultural protocols, and community priorities.
- Proficiency in Microsoft Office and facility scheduling systems.
- Ability to work evenings and weekends as required for events and seasonal activities.

Conditions of Employment

- Valid Class 5 Driver's Licence, clear driver's abstract and reliable transportation.
- Clear Criminal Record Check with Vulnerable Sector Search.
- Adherence to kakisiwew-ochapowace Nation's Code of Conduct, Confidentiality, Health & Safety.
- Must successfully complete drug and alcohol testing prior to employment and comply with Nation substance use policies.

What We Offer

At kakisiwew-ochapowace Nation, we are building a workplace that reflects our community's strength, culture, and spirit. As CDGMM Manager, you will have the opportunity to make a lasting difference in the health, recreation, and wellbeing of our Nation. We offer a supportive team environment, access to cultural and professional development opportunities, and a competitive salary and benefits package aligned with kakisiwew-ochapowace Nation's Compensation Plan.

How to Apply: Please submit your cover letter, resume, along with a Vulnerable Sector Check and global reference checks to gaylene.henry@ochapowace.ca by 4:30 p.m. **MONDAY DECEMBER 15, 2025**. For a copy of the job description and competencies for this opportunity, please contact Gaylene at the email provided. Thank you sincerely for your interest in this position and for taking the time to apply. We truly value the effort you put into your application. Please note that only those candidates who meet the required criteria will be contacted and invited for an interview.

Preference will be given to Ochapowace Nation Members.

Rooted in Culture. Guided by Kinship. Building our Future.