



# EMPLOYMENT OPPORTUNITY MISSISSAUGAS OF ALDERVILLE FIRST NATION

## Summer Student Coordinator

(pending funding from the Canada Summer Jobs program)

### Job Scope:

Working under the supervision of the Employment Development & Training Coordinator, the Summer Student Coordinator will assist with all aspects of hiring summer students, as well as reporting to funders. The Coordinator will also assist with coordinating volunteers and summer students for community events such as the annual Pow Wow and Regatta, and may provide assistance with recreational events.

### Duties:

- Organize student and administration files
- Completes and submits claim forms (when needed)
- Coordinates training sessions for summer students (as needed)
- Orientates summer students with AFN policies and procedures
- Ensures students are meeting goals as set out by their supervisors while receiving learning experiences
- Acts as a liaison between summer student and employer
- Obtain feedback from summer students at the end of their work experience
- Work with supervisors in completing their evaluation of their summer student(s)
- Coordinate summer student involvement at community events
- Assist with administrative duties when necessary
- Provide Chief and Council and funders with final reports on summer student positions
- Performs other duties as assigned.

### Eligibility/Qualifications:

- Applicant must be a registered, full-time student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall (*Post-Secondary student is preferred*)
- First Aid and CPR certification is an asset
- Student between the ages of 18 and 30 is preferred
- Student must have strong organizational and reporting skills
- Strong computer skills
- Knowledge of the history and dynamics of Alderville First Nation an asset
- Must be willing to provide Criminal Reference Check and Vulnerable Sector Search upon conditional offer

**Wages:** \$15/hr @ 35 hours/week

**Duration:** 11 weeks (June – August 2016)

**Deadline to apply: Thursday, May 24, 2018 at 4:00pm** (Late applications not accepted).

Applications can be delivered to the reception of the Alderville First Nation Learning Centre. Submissions must include a cover letter, resume along with three work related references and/or letters of reference. Electronic submissions should be sent as ONE document with YOUR NAME within the file name.

Alderville First Nation  
11696 Second Line Road P.O. Box 46  
Roseneath, ON K0K 2X0  
ATTN: **Tasha MacLeod**

Faxed applications to (905) 352-3242  
Emailed applications to **tmacleod@alderville.ca**  
Hand deliver or mail to address listed above –  
**RE: Summer Student Coordinator**

*We thank all who apply; however, only those selected for an interview will be contacted.  
Chief and Council retain the right to make the final decision on the selection of the successful candidate.*