

Summer Student Jobs 2018

Summer Student Placements are for those students registered, attended and completed the 2017-2018 school year, and will be returning to studies in September 2018. Students must be a minimum of 15 years of age to participate, to a maximum age of 30.

Along with your resume, please remember to provide us with 3 different names and phone numbers to contact as work references.

**The deadline for applications is
Monday, June 18th, 2018 at 4:00pm**

**** IMPORTANT ****

Interviews will be held on Saturday, June 23rd starting at 9:00am at the AFN Administration Office. Please mark this important date on your calendar!

Please send all resumes to the Admin Office and clearly indicate which job(s) you are applying for. Please forward to:

Tasha MacLeod
905-352-2011
tmacleod@alderville.ca

A note about Social Insurance Numbers...

Please note that you are required to have your Social Insurance Number (SIN) at the time of your summer job startup. If you do not currently have your SIN, you can obtain one in one of the following ways:

1. Visit the Service Canada website

If you have Internet access at home, you can visit: www.servicecanada.gc.ca/eng/sc/sin/index.shtml and apply for a SIN online. You will need a Birth Certificate, status card (optional), and any other supporting documentation.

2. Apply in person

You can visit the Service Canada site in Cobourg.

**Fleming Building, Suite 105
1005 Elgin Street West
Cobourg, Ontario, K9A5J4**

Hours of service: Monday to Friday from
08:30 am to 5:00 pm
9:00am to 1:00pm on Saturdays

GOOD LUCK TO ALL APPLICANTS!

Health Services Program & Administrative Assistant Summer Student Placement

Duties:

- Assist Program Managers and staff with program delivery at multiple facilities
- Assist Lifeguard(s) where required
- Assist in reception, faxing, general office duties
- Assist with Health Programs, Summer outings, and Elders programming
- Photocopy and fax letters and documents where required
- help maintain flower beds and a vegetable garden (weeding, watering, etc.)
- Other related duties

NOTE: All students are required to assist with Annual Regatta, Pow Wow and other community events (may require evenings and/or weekends)

Qualifications:

- good organizational skills; willingness to learn in an office environment
- work well with supervision
- computer skills are an asset
- good communication skills
- be responsible working without supervision where necessary
- willing to work nights/weekends for special events
- must be willing to provide CPIC and VSS if awarded the job

Wages:

\$13.15/hr (Student Minimum Wage or higher depending on age) @ 35 hours/week

Duration: 7 weeks – July 3rd – August 17th, 2018

Please submit a resume, cover letter, and 3 references (with contact information) no later than **June 18th, 2018 @ 4:00pm** to:

Health Services Program & Administrative Assistant

Alderville Admin Office

11696 Second Line

Roseneath, ON K0K 2X0

**ATTN: Tasha MacLeod
tmacleod@alderville.ca**

Tel: 905-352-2011

Fax: 905-352-3242

(Submissions by email, fax or hand delivery will be accepted.)

IMPORTANT:

Interviews will be held On **Saturday, June 23rd** starting at 9:00am at the **AFN Administration Office**.

Students must be a registered, full-time student during the current academic year and be intending to return to full-time studies in the upcoming academic year (Fall).

General Maintenance Assistant **Summer Student Placement**

Duties:

- assist the AFN Public Works department
- set up for community events
- keeping community clean and presentable
- raking & painting, grass-cutting and weed-eating, maintaining flower beds
- all other related general maintenance duties where required
- to work safe and be safe for those around you

NOTE: *All students are required to assist with Annual Regatta, Pow Wow and other community events (may require evenings and/or weekends)*

Qualifications:

- physically fit
- be able to operate both push and riding lawnmowers
- work well under supervision
- be safety conscious
- have good communication skills and demonstrate responsibility
- willing to take Health & Safety workshops as requested
- must be willing to provide CPIC and VSS if awarded the job

Eligibility: Candidate is 15 years of age, up to 30.

Wages:

\$13.15/hr (Student Minimum Wage or higher depending on age) @ 35 hours/week

Duration: 7 weeks – July 3rd – August 17th, 2018

Please submit a resume, cover letter, and 3 references (with contact information) no later than **June 18th, 2018 @ 4:00pm** to:

General Maintenance Assistant

Alderville Admin Office

11696 Second Line

Roseneath, ON K0K 2X0

ATTN: Tasha MacLeod
tmacleod@alderville.ca

Tel: 905-352-2011

Fax: 905-352-3242

(Submissions by email, fax or hand delivery will be accepted.)

IMPORTANT:

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ECE Assistant **Summer Student Placement**

Duties:

- Under supervised direction, candidate will be responsible for leading children in planned activities to stimulate development in all four domains including the physical, intellectual, psycho-social, and spiritual.
- Supervise children in indoor and outdoor play and rest periods.
- Assist with the J.K./S.K. and school age children.
- Leadership in planned activities; Prepare and serve snacks.
- Attend staff meetings and workshops for Professional Development.
- Assist staff with outings
- Maintain Day Care equipment and assist in housekeeping duties.

NOTE: *All students are required to assist with Annual Regatta, Pow Wow and other community events (may require evenings and/or weekends)*

Qualifications/Requirements:

- Experience working with children.
- Ability to work effectively as a team member.
- Good organizational skills.
- Knowledge of Native Culture and Child Development an asset.
- must provide CPIC and VSS if awarded the job
- must provide updated immunization record

Eligibility: Candidate is 15 years of age, up to 30.

Wages:

\$13.15/hr (Student Minimum Wage or higher depending on age) @ 35 hours/week

Duration: 7 weeks – July 3rd – August 17th, 2018

Please submit a resume, cover letter, and 3 references (with contact information) no later than **June 18th, 2018 @ 4:00pm** to:

ECE Assistant (Summer Student)

Alderville Admin Office

11696 Second Line

Roseneath, ON K0K 2X0

ATTN: Tasha MacLeod

tmacleod@alderville.ca

Tel: 905-352-2011

Fax: 905-352-3242

IMPORTANT:

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Black Oak Savanna Assistants (2 Summer Student positions)

The Black Oak Savanna Assistant positions are an excellent opportunity for a summer student to be a part of a team, and also learn about our unique environment in Alderville First Nation. These are physically demanding jobs, however there will also be indoor administrative work required each week.

Duties:

- to assist the BOS staff with plant/bird/tree/ data collection
- to assist with site monitoring
- to assist in conducting interpretive tours of the Black Oak Savanna site
- planting new plants, maintaining flower beds
- other duties where required

NOTE: *All students are required to assist with Annual Regatta, Pow Wow and other community events (may require evenings and/or weekends)*

Qualifications/Requirements:

- be in good physical condition
- possess good footwear and be prepared to work outdoors on a daily basis
- computer skills are an asset
- be a team player and leader
- good communication skills
- have a desire to learn about and understand the local environment
- must be willing to provide CPIC and VSS if awarded the job

Eligibility: Candidate is 15 years of age, up to 30.

Wages:

\$13.15/hr (Student Minimum Wage or higher depending on age) @ 35 hours/week

Duration: 7 weeks – July 3rd – August 17th, 2018

Please submit a resume, cover letter, and 3 references (with contact information) no later than **June 18th, 2018 @ 4:00pm** to:

**Black Oak Savanna Assistant
Alderville Admin Office
11696 Second Line
Roseneath, ON K0K 2X0
ATTN: Tasha MacLeod
tmacleod@alderville.ca
Tel: 905-352-2011
Fax: 905-352-3242**

IMPORTANT:

Interviews will be held On **Saturday, June 23rd** starting at 9:00am at the **AFN Administration Office**.

(Submissions by email, fax or hand delivery will be accepted.)

Students must be a registered, full-time student during the current academic year and be intending to return to full-time studies in the upcoming academic year (Fall).

**Administration Office / Librarian Assistant
(Summer Student position)**

Duties:

- Assist Program Managers and staff with program delivery at multiple facilities
- Assist in reception, faxing, general office duties
- Photocopy and fax letters and documents where required
- help maintain flower beds and a vegetable garden (weeding, watering, etc.)
- Other related duties
- general library duties such as creating displays, weeding and processing new books.
- assist with “story hour” reading program
- responsibility for managing the summer reading program (kids aged 6-13)
- use social media to market and promote the library

NOTE: *All students are required to assist with Annual Regatta, Pow Wow and other community events (may require evenings and/or weekends)*

Qualifications:

- flexible schedule (*may include an evening once a week*)
- computer skills are an asset (including social media)
- good communication skills
- work well with or without supervision
- good organizational and time management skills
- must be willing to provide CPIC and VSS if awarded the job

Eligibility: Candidate is 15 years of age, up to 30.

Wages:

\$13.15/hr (Student Minimum Wage or higher depending on age) @ 35 hours/week

Duration: 7 weeks – July 3rd – August 17th, 2018

Please submit a resume, cover letter, and 3 references (with contact information) no later than **June 18th, 2018 @ 4:00pm** to:

Administration Office / Librarian Assistant

**Alderville Admin Office
11696 Second Line
Roseneath, ON K0K 2X0
ATTN: Tasha MacLeod
tmacleod@alderville.ca
Tel: 905-352-2011
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to full-time studies in the upcoming academic year (Fall).***

Solar Farm General Maintenance Assistant **Summer Student Placement**

Duties:

- assist Operations & Maintenance staff with daily maintenance and improvement
- grass-cutting, weed-eating, and maintaining flower beds
- raking & painting
- machine maintenance
- all other related general maintenance duties where required
- to work safe and be safe for those around you (safety is very important due to the nature of this work environment)

NOTE: *All students are required to assist with Annual Regatta, Pow Wow and other community events (may require evenings and/or weekends)*

Qualifications:

- physically fit
- be able to operate both push and riding lawnmowers
- work well under supervision
- be safety conscious
- have good communication skills and demonstrate responsibility
- must be willing to provide CPIC and VSS if awarded the job

Eligibility: Candidate is 15 years of age, up to 30.

Wages:

\$13.15/hr (Student Minimum Wage or higher depending on age) @ 35 hours/week

Duration: 7 weeks – July 3rd – August 17th, 2018

Please submit a resume, cover letter, and 3 references (with contact information) no later than **June 18th, 2018 @ 4:00pm** to:

Solar Farm General Maintenance Assistant

Alderville Admin Office

11696 Second Line

Roseneath, ON K0K 2X0

ATTN: Tasha MacLeod

tmacleod@alderville.ca

Tel: 905-352-2011

Fax: 905-352-3242

IMPORTANT:

Interviews will be held On **Saturday, June 23rd** starting at 9:00am at the **AFN Administration Office**.

(Submissions by email, fax or hand delivery will be accepted.)

Students must be a registered, full-time student during the current academic year and be intending to return to full-time studies in the upcoming academic year (Fall).

Community Centre / Recreation Support Summer Student Placement

Duties:

- assist Community Centre staff with cleaning and maintenance
- setting up tables and chairs for community events and bingos
- assist CARA / Recreation Coordinator as needed
- maintain flower beds
- assist other programs with recreation related events (e.g. Community Picnic)

NOTE: *All students are required to assist with Annual Regatta, Pow Wow and other community events (may require evenings and/or weekends)*

Qualifications:

- physically fit
- work well under supervision
- be safety conscious
- must be available to work flexible hours (includes nights and weekends)
- have good communication skills and demonstrate responsibility
- must be willing to provide CPIC and VSS if awarded the job

Eligibility: Candidate is 15 years of age, up to 30.

Wages:

\$13.15/hr (Student Minimum Wage or higher depending on age) @ 35 hours/week

Duration: 7 weeks – July 3rd – August 17th, 2018

Please submit a resume, cover letter, and 3 references (with contact information) no later than **June 18th, 2018 @ 4:00pm** to:

**Community Centre / Recreation Support
Alderville Admin Office
11696 Second Line
Roseneath, ON K0K 2X0
ATTN: Tasha MacLeod
tmacleod@alderville.ca
Tel: 905-352-2011
Fax: 905-352-3242**

IMPORTANT:

Interviews will be held On **Saturday, June 23rd** starting at 9:00am at the **AFN Administration Office.**

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Students must be a registered, full-time student during the current academic year and be intending to return to full-time studies in the upcoming academic year (Fall).

IT Assistant **(Summer Student position)**

Duties:

- Assist with implementation of new network hardware technologies and upgrades
- Assist with maintenance of the network's connection to the Internet
- Assist with installing PC computer hardware, networking software, operating system software, end-user applications
- Provide problem solving services to users and (troubleshoot, repair hardware and software)
- Assist with implementing upgrades to network PCs and end-user peripherals
- Assist with daily and weekly data backups and disaster recovery operations are in place
- Assist with maintaining and updating website

NOTE: *All students are required to assist with Annual Regatta, Pow Wow and other community events (may require evenings and/or weekends)*

Qualifications:

- flexible schedule
- computer skills – computer courses in high school or college an asset
- good communication skills
- work well with or without supervision
- good organizational and time management skills
- must be willing to provide CPIC and VSS if awarded the job

Eligibility: Candidate is 15 years of age, up to 30.

Wages:

\$13.15/hr (Student Minimum Wage or higher depending on age) @ 35 hours/week

Duration: 7 weeks – July 3rd – August 17th, 2018

Please submit a resume, cover letter, and 3 references (with contact information) no later than **June 18th, 2018 @ 4:00pm** to:

IT Assistant
Alderville Admin Office
11696 Second Line
Roseneath, ON K0K 2X0
ATTN: Tasha MacLeod
tmacleod@alderville.ca
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