

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
- Perform reception, faxing, general office duties
- Provide support 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 cooperatively with supervision
- Computer skills would be considered an asset
- Good communication skills
- Be responsible working without supervision where necessary
- Willingness to work nights/weekends for special events
- must be willing to provide CPIC and VSS if awarded the job

Wages: \$14.00/hr @ 35 hours/week

Duration: 8 weeks – July 2nd – August 23rd, 2019

Please submit a resume, cover letter, and 3 references (with contact information) no later than **June 13th, 2019 @ 4:00pm** to:

Health Services Program & Administrative Assistant

Alderville Admin Office

11696 Second Line

Roseneath, ON K0K 2X0

ATTN: Dayna Runciman

drunciman@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 **Wednesday, June 19th** starting at 4:00 pm 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).