

# AFN SUMMER STUDENT EMPLOYMENT OPPORTUNITY



## SUMMER POSITION

June 3<sup>rd</sup> to August  
23<sup>rd</sup>, 2024.  
(~ 12 weeks)

Full-time @ 35  
hours/week

### Normal Hours of Work

Monday - Thursday:  
8:15am to 4:30pm  
&  
Friday:  
8:15am to 1:15pm  
*\*flexing of hours  
expected\**

Pay Rate:  
\$19.71 per hour

*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.*



## SUMMER STUDENT COORDINATOR

### POSITION SUMMARY:

Working under the supervision of the Economic Development Manager (or designate), the *Summer Student Coordinator* will assist with all aspects of hiring summer students, as well as reporting to funders. The Coordinator will facilitate coordinating summer students and volunteers for AFN Community summertime focused events. As required, the Coordinator may aid Program Coordinators holding summer camps and recreational events throughout the AFN Community.

### KEY JOB RESPONSIBILITIES:

- Assists with administrative duties as directed, including organizing and maintaining summer student and related administration files.
- Assists in the recruitment process and orientates summer students with AFN policies and procedures; coordinates training sessions as needed.
- Acts as a liaison between the summer student and their Supervisor, ensures students are meeting goals as set out by their Supervisors while receiving employment related learning experiences.
- Coordinates summer student involvement at AFN community events including but not limited to the annual Pow Wow, Regatta and Community Picnic.
- Obtains feedback from summer students at the end of their work experience, provides a summary to Leadership.
- Develops a summer student performance evaluation and works with Program Coordinators to complete for each student employee.
- Completes and submits claim forms (when needed).
- Performs other duties as assigned.

### Minimum Qualifications:

- Applicant must be a registered, full-time student currently enrolled post-secondary institution and must be entering and/or returning to school in the fall of 2024; student between the ages of 18 and 30 is preferred.
- First Aid and CPR certification is an asset.
- Criminal Reference Check and Vulnerable Sector Search acceptable to position upon conditional offer.

### Preferred Experience:

- Self-motivator with ability to work both independently and in a team environment; proven ability to network.
- Demonstrated organizational, research and reporting skills.
- Good computer skills, specifically with MS Excel, Word, PowerPoint, and Outlook.
- Knowledge and understanding of Ojibwe culture, traditions, teachings, and community dynamics an asset.

**Deadline to Apply: May 7<sup>th</sup>, 2024.**

### How to Apply:

Applications must include a cover letter, resume and two to three (2-3) work related references and/or letters of reference.

ATTN: **Human Resources**

RE: **Summer Student Coordinator**

Email application to [humanresources@alderville.ca](mailto:humanresources@alderville.ca) or

Drop off to Alderville First Nation – Administration Office, 11696 Second Line Road, Ontario K0K 2X0.