



AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

EMPLOYMENT OPPORTUNITY

Position Title: Summer Student Coordinator

Location: Sarnia, ON

Duration: 37.5 Hours/week (May 1, 2019 to August 23, 2019)

Posting Closes/Deadline: March 29, 2019

Position Summary:

The Summer Student Coordinator will undertake the responsibility of organizing and supervising the Summer Employment Program.

Responsibilities:

- Prepare and submit proposals for funding
- Secure private sector job placements
- Prepare and post job descriptions
- Advertise and receive applications
- Arrange and conduct student interviews
- Conduct student orientation
- On-going monitoring of the program
- Submit a program evaluation at the end of the program
- Review and input timecards on ADP
- For 6 weeks in July and August will provide assistance to Day Camp staff from 830am to 1230pm

Knowledge, Skills and Abilities:

- Excellent computer skills
- Strong interpersonal and communication skills
- Ability to work independently and to exercise initiative
- Strong organizational ability
- Supervisory and management skill and experience
- Ability to work with a wide variety of ages and demographic groups
- Ability to take charge and motivate others
- Ability to supervise peers of a close age
- Enthusiasm, sense of humor, patience, self-control

Requirements:

- Must be enrolled and attending a post secondary school and be returning in the fall
- Must be an Aamjiwnaang First Nation Band Member
- CPR/First Aid Certification (provided during Training)
- Must be able to work the May 1 to August 23, 2019. Must disclose during the interview process if a vacation has been planned
- Must have the ability to accept direction yet work independently once tasks are assigned
- Access to a car would be a definite asset
- Previous experience in a supervisory role

Application Process:

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5
Attention: Lorrie Guggisberg
Human Resources Officer
Or
humanresource@aamjiwnaang.ca
Or
519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca