



# Aamjiwnaang First Nation Chippewas of Sarnia

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## EMPLOYMENT OPPORTUNITY

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**Position Title:** Summer Student Coordinator

**Location:** Sarnia, ON

**Duration:** April 29<sup>th</sup> – August 23<sup>rd</sup>, 2024, 37.5 Hours/week

**Posting Closes/Deadline:** April 11<sup>th</sup>, 2024

**Tentative Interview Date(s):** April 15<sup>th</sup> – 19<sup>th</sup> 2024

### Purpose of the Position

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

### Responsibilities

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- 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 when available from 830am to 1230pm

### Minimum Requirements

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- 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 April 29<sup>th</sup>, 2024 – August 23<sup>rd</sup>, 2024. 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

### Knowledge, Skills, and Abilities

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- 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
- Time management skills

### **Other Considerations**

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In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

### **Application Process**

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

Aamjiwnaang First Nation  
978 Tashmoo Avenue  
Sarnia, ON  
N7T 7H5  
Attention: Ashley Fisher, Human Resources Officer  
Or  
[humanresource@aamjiwnaang.ca](mailto:humanresource@aamjiwnaang.ca)  
Or  
519-336-0382 fax

For more information, check us out online at [www.aamjiwnaang.ca](http://www.aamjiwnaang.ca)