



BATCHEWANA FIRST NATION

Post-Secondary Summer Student Employment

Batchewana First Nation invites all interested band members to submit a resume for the position of:

DAY CAMP COORDINATOR

(1 position available) Pending Funding

Rate: \$19.00 per hour Duration: May 6, 2024 – September 2, 2024 (17 weeks)

Position Summary:

Successful applicant will work under the direction and supervision of the Director of Children's Programming and the Batchewana Employment & Training Department. Will be responsible for the day to day assistance of children enrolled in Day camp, ensuring a safe and healthy environment for the children.

Duties & Responsibilities:

- Will work with the Day Camp Counselors to ensure a safe and fun environment for the participants.
- Will help to develop and maintain a weekly schedule for the youth.
- Will also be responsible for the weekly reports, daily journals, scheduling events and incident reports to be submitted to the Summer Student Employment Coordinator.
- The Day Camp Coordinator will ensure adequate supervision at all times.
- The Day Camp Coordinator is expected to be a positive role model and team leader for the counselors and the youth of the community.

Qualifications and Experience:

- First Nations and Inuit post-secondary students aged 15-30 inclusive
- Registered as a full-time student during the proceeding academic year and who intend to go to school on a full-time basis in the next academic year
- High School Diploma
- Excellent communication skills both oral and written.

Knowledge, Skills and Abilities:

- Communication, organizational and planning skills are an asset.
- Must be able to take instructions and work independently.
- Must have motivational skills and be able to create a good plan of activities.
- Able to handle multiple tasks efficiently
- Ability to handle stressful situations
- Be a positive role model

Conditions of Employment:

- Must be able to provide a clear CPIC with vulnerable sector check
- Must be certified in First Aid / CPR.
- Access to vehicle with valid driver's license considered an asset

Please forward your cover letter and resume to email: humanresources@batchewana.ca

Subject line: DAY CAMP COORDINATOR summer position

CLOSING DATE: March 31, 2024 @ 12 p.m.

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Batchewana First Nation welcomes and encourages applications from people with disabilities. If you require accommodations please contact the Human Resources department at 705-759-0914. First Nation preference in hiring. Please visit us at www.batchewana.ca