



2017 SUMMER STUDENT POSITIONS
APPLICATION DEADLINE IS:
12:00 PM on Wednesday May 31, 2017

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted from **STATUS MEMBERS FROM CURVE LAKE FIRST NATION** for the following Summer Student positions:

Positions Available

- **1- Assistant to the Food Bank Coordinator**
- **2- Day Camp Counsellor**
- **3-Early Learning Centre Playroom Assistant**
- **1-Health Centre Receptionist**
- **1-Government Services Building Office Clerk**
- **1-Kutang Island Work/Cook**
- **2-Public Works Assistants**
- **1-Pow Wow Support Worker**
- **1-Cultural Centre Assistant**

Eligibility Criteria

- All applicants must be a Status Member of Curve Lake First Nation between the ages of 15 and 30 at the start of the Summer Student Program.
- All applicants must have been a **registered full-time student at the end of 2016/2017** academic year and **returning to school in the 2017/2018** academic year.
- A Student Application Form is attached and the completed form **MUST BE** submitted with your application package.

Application Procedure

CLFN Student Application Forms and Individual Summer Student Position Descriptions are available at the Reception Desk at the Government Services Building and the Employment Resource Centre.

Email: LoriC@curvelake.ca

A complete Application Package consists of:

(Please use this as a checklist before handing in your application package)

- Cover Letter indicating which position you are applying for
- Completed CLFN Student Application Form
- **CPIC ◀REMEMBER! Must be attached to application or proof of receipt that application has been made. Successful candidates will be reimbursed.**
- Current Resume
- One (1) Reference that includes Name, Address and Phone Number

Applications are to be addressed to:

Summer Student Selection Committee
Curve Lake First Nation Government Services Building
Curve Lake, ON K0L 1R0
or can be faxed in: 705-657-8708

Please ensure that your Application Package is received at the Reception Desk at the Government Services Building **before 12:00 pm Friday May 31, 2017.**

LATE APPLICATIONS WILL NOT BE CONSIDERED.

CLFN Summer Student Opportunity – 2017

Assistant to the Food Bank Coordinator – (1) Position

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 15 and 30
- Must have experience working with children
- Applicant must be mature, energetic, and reliable and show initiative
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada.**

Education:

- Secondary or Post-Secondary Education

Duties:

- Assist the food bank coordinator with making newsletters, posters etc.
- Ability to communicate clearly and concisely, both orally and in writing.
- Answering the phones.
- Some Filing.
- Help maintaining food shelves, proper rotation and monitor expirations.
- Assist on food distribution days.
- Help Clean and Maintain Food bank building.
- Maintain Community Garden, Water, Pull weeds and Harvest.
- Organize garbage and recycling.
- Perform other duties and tasks as required.

<u>Reports to:</u>	Food Bank Coordinator
<u>Term of Position:</u>	July 4th – August 24th, 2017 (4 days/week) (Training Workshops are Mandatory)
<u>Rate of Pay:</u>	\$11.40/hour x 32 hours weekly
<u>Deadline:</u>	May 31 st @ 12 (noon)

CLFN Summer Student Opportunity – 2017

Day Camp Counsellor – (2) Positions

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 15 and 30
- Must have experience working with children
- Applicant must be mature, energetic, and reliable and show initiative
- **Must provide a completed criminal reference check (CPIC) with Vulnerable Sector *Submit with application* and must be eligible to work in Canada**

Education:

- Secondary or Post-Secondary Education

Duties:

- Plans, coordinates and conducts Day Camp program activities in a team setting and assumes responsibility for the operation of the Day Camp program
- Supervises children participating in Day Camp activities and must be willing to participate in all activities during Day Camp
- Plans and supervises campers during Day Camp, special events, special interest days, etc.
- Supervises campers in swimming pool, in dressing rooms and assists lifeguards when requested
- Provides leadership to camp groups in nature lore, handcrafts, singing, hiking, games and special camp events
- Responsible for the health and safety of each camper
- Cooperates with other staff in organizing and conducting Day Camp activities
- Maintains camp equipment and supplies
- Maintains personal behaviour of a responsible exemplary nature
- Plans and organizes fund raising events
- Performs other related duties as assigned

<u>Reports to:</u>	Youth Support Worker
<u>Term of Position:</u>	July 4th – August 24th, 2017 (4 days/week) (Training Workshops are Mandatory)
<u>Rate of Pay:</u>	\$11.40/hour x 32 hours weekly
<u>Deadline:</u>	May 31 st @ 12 (noon)

CLFN Summer Student Opportunity – 2017

Early Learning Centre Playroom Assistant – (3) Positions

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 15 and 30
- Applicant must be willing to work flexible hours, punctual and dependable
- Experience working with children is an asset
- Student must be mature, energetic, and reliable and show initiative
- Respect for confidentiality is a must
- **Must have medical certification of up-to-date immunization – form is available at the Employment Resource Centre and Government Services Building. (must provide with application)**
- **Must provide a completed criminal reference check (CPIC) and Vulnerable Sector Check (VSC)*Submit with application* and must be eligible for work in Canada**

Education:

- Secondary or Post-Secondary Education

Duties:

- Responsible for assisting Playroom Staff to provide indoor and outdoor learning activities for children
- Responsible for assisting children in learning and appreciating their personal care needs and includes assisting in washroom routine with the children
- Assists in maintaining the playroom, toys, etc. in a state of cleanliness
- Must participate in all activities such as swimming, biking, walking and hiking
- Assists staff in getting materials and activities ready for program
- Assist in all aspects of summer programs for children in different age groups
- May be required to wash, dry, fold and put away all laundry items
- May be required to serve snack and clean up after snacks and lunches including clearing tables, chairs, sweeping floors, and washing dishes

<u>Reports to:</u>	Early Learning Centre Coordinator
<u>Term of Position:</u>	July 4th – August 24th, 2017 (4 days/week) (Training Workshops are Mandatory)
<u>Rate of Pay:</u>	\$11.40/hour x 32 hours weekly
<u>Deadline:</u>	May 31 st @ 12 (noon)

CLFN Summer Student Opportunity – 2017

Health Centre Receptionist – (1) Position

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 15 and 30
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada**

Education:

- Secondary or Post-Secondary Education

Duties:

- Assisting the Receptionist at the Health Centre with clerical assistance including greeting visitors, incoming telephone calls, emails, faxes, filing, typing etc.
- Responsible for maintaining an awareness of the events, programs and services offered by the Curve Lake First Nation
- Assisting the Administrative Staff at the Health Centre with their programs and services that are available to the CLFN membership
- Ensuring that confidentiality is kept within all program areas
- To assist with Manager and other Health Centre staff with clerical duties (filing, typing, sorting, etc.)
- Other related duties as assigned

<u>Reports to:</u>	Manager and other Health Centre Staff
<u>Term of Position:</u>	July 4th – August 24th, 2017 (4 days/week) (Training Workshops are Mandatory)
<u>Rate of Pay:</u>	\$11.40/hour x 32 hours weekly
<u>Deadline:</u>	May 31 st @ 12 (noon)

CLFN Summer Student Opportunity – 2017

Government Services Building Office Clerk – (1) Position

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 15 and 30
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada**

Education:

- Secondary or Post-Secondary Education

Duties:

- Assisting the Receptionist at the Government Services Building with clerical assistance including greeting visitors, incoming telephone calls, emails, faxes, filing, typing and etc.
- Responsible for maintaining an awareness of the events, programs and services offered by the Curve Lake First Nation
- Assisting the Administrative Staff at the Government Services Building with their programs and services that are available to the CLFN membership
- To assist with administrative and clerical duties such as reporting staff attendance, assisting with the bi-weekly newsletter, scheduling of room bookings, and etc.
- Assisting other Administration staff with filing, typing, sorting, and etc.
- Other related duties as assigned

Reports to: Receptionist and other Administration Staff

Term of Position: July 4th – August 24th, 2017 (4 days/week)
(Training Workshops are Mandatory)

Rate of Pay: \$11.40/hour x 32 hours weekly

Deadline: May 31st @ 12 (noon)

CLFN Summer Student Opportunity – 2017

Kutang Island Worker – (1) Position

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 15 and 30
- **BOATsmart! license to operate a motorboat would be an asset**
- **Must have medical certification of up-to-date immunization** – form is at Oshkiigmong Early Learning Centre, Employment Centre & Government Services Building (**must provide with application**)
- Student must be mature, energetic, and reliable and show initiative
- **Must provide a completed criminal reference check (CPIC) and Vulnerable Sector Check (VSC)**
***Submit with application* and must be eligible for work in Canada**

Education:

- Secondary or Post-Secondary Education

Duties:

- Must be willing to learn and speak Ojibwa language
- Responsible for supervising children on a one-on-one and in a group basis
- To assist with the gathering of supplies for the island by outboard motor boat
- May be responsible for driving the motorboat with supplies to/from the island
- Responsible for cooking and/or assisting with all meal and snack preparation
- Responsible for assisting and participating in the activities provided for the children on the island
- There will be heavy lifting and physical labour required such as cutting wood, carrying heavy supplies, loading and unloading boat, etc
- Assist with the maintenance of the buildings and docks associated with the Early Learning Centre on the island
- Will assist in other duties as required
- Certified safety boots and safety equipment are required

<u>Reports to:</u>	Early Learning Centre Coordinator
<u>Term of Position:</u>	July 4th – August 24th, 2017 (4 days/week) (Training Workshops are Mandatory)
<u>Rate of Pay:</u>	\$11.40/hour x 32 hours weekly
<u>Deadline:</u>	May 31 st @ 12 (noon)

CLFN Summer Student Opportunity – 2017

Public Works Assistant – (2) Positions

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 15 and 30
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada**

Education:

- Secondary or Post-Secondary Education

Duties:

- Must be able to work with little or no supervision
- Cutting grass and using a weed-eater
- Checking garbage bag tags when assisting with garbage pickup
- Cleaning up public sites such as ball diamonds, parks, etc.
- Must have an allergy kit/supplies if allergic to bees, insects etc.
- Must be able to work in all weather conditions
- Proper safety equipment must be worn at all times
- Must have good public relations skills
- Other related duties as assigned
- Certified safety boots and other safety equipment are required
- (Special equipment, see Lori for Pre-Employment application)

<u>Reports to:</u>	Public Works Foreman
<u>Term of Position:</u>	July 4th – August 24th, 2017 (4 days/week) (Training Workshops are Mandatory)
<u>Rate of Pay:</u>	\$11.40/hour x 32 hours weekly
<u>Deadline:</u>	May 31 st @ 12 (noon)

CLFN Summer Student Opportunity – 2017

Pow Wow Support Worker – (1) Position

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 17 and 30
- Have a strong interest in Native culture and events
- Responsible individual with self-initiative
- G license and access to a vehicle
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada**

Education:

- Secondary or Post-Secondary Education

Duties:

- Assists the Curve Lake First Nation Pow Wow Committee with the coordination of the Pow Wow
- Responsible for supporting and coordination of activities for Curve Lake Day Camp Program provided by the centre
- Computer skills in Microsoft Office (Excel, Word) for data entry, email and etc.
- Create promotional items such as posters to promote Pow Wow
- Assist with Pow Wow donation request and pick up
- Organization of fundraising activities for the Pow Wow
- Assist with the canvassing of supplies, giveaways, and etc. for the Pow Wow
- Assist with filing, typing and other clerical duties
- Attendance at Pow Wow meetings is required
- Other related duties as assigned

<u>Reports to:</u>	Cultural Archivist and Pow Wow Committee
<u>Term of Position:</u>	July 4th – August 24th, 2017 (4 days/week) (Training Workshops are Mandatory)
<u>Rate of Pay:</u>	\$11.40/hour x 32 hours weekly
<u>Deadline:</u>	May 31 st @ 12 (noon)

CLFN Summer Student Opportunity – 2017

Cultural Center Student Assistant – (1 Position)

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 17 and 30
- Must be highly motivated, a self-starter and excellent attention to detail
- Outgoing and an interest in History, Culture and Arts
- Interest in First Nation language, Community history and learning from Elders in the community
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada.**

Education:

- Secondary or Post-Secondary Education

Duties:

- Responsible to the Cultural Centre Outreach Coordinator and the Cultural Centre Archivist for assistance in administering programs to outside audiences of First Nation and non-First Nation descent
- Responsible in assisting the Cultural Centre Archivist in documenting and archiving First Nation artifacts, documents, pictures
- Responsible for the efficient and effective implementation of the Cultural Centre's business plan
- Some knowledge of Microsoft computer programs (data entry)
- Some research skills
- Responsible for supporting and coordination of activities for Curve Lake Day Camp Program provided by the centre
- Works directly with the Cultural Centre's Outreach Coordinator and Archivist in the effective management of the Cultural Centre
- Willing to assist as a cultural interpreter for small walk in tours
- To attend meetings and support the Elders Advisory Committee & Pow Wow/Culture Committee in any other duties deemed necessary

<u>Reports to:</u>	Cultural Outreach Coordinator
<u>Term of Position:</u>	July 4th – August 24th, 2017 (4 days/week) (Training Workshops are Mandatory)
<u>Rate of Pay:</u>	\$11.40/hour x 32 hours weekly
<u>Deadline:</u>	May 31st @ 12 (noon)

Government Services Building
22 Winookeedaa Road
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

APPLICATION FOR STUDENT SUMMER EMPLOYMENT

Applicant's Name: _____

Home Phone Number: _____ Alternate Phone: _____

Applicant's Email Address: _____

Present Address (Including Postal Code): _____

POSITIONS BEING APPLIED FOR: (PLEASE LIST IN ORDER OF PRIORITY. WE RECOMMEND TRYING A NEW POSITION AFTER 2 YEARS)

#1. _____

#2. _____

Courses, Workshops, Seminars, and Licenses or Certificates obtained which relate to the position being applied for:

Date of Birth: _____ Required age is 15 to 30 years at start of term

Certificate of Indian Status Number: _____

Do you have a Social Insurance Number (SIN)? Yes No Have applied

You can provide SIN now or when offered a job _____ (optional)

Employment References – Only 1 Required – Supervisor Preferred

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

Do you have any learning challenges and require written questions in the interview?

_____ YES _____ NO

To help with the Selection Process, the Education Staff of CLFN will be reviewing your School Attendance Records and will provide a score based on attendance to the Hiring Selection Committees. Please check the appropriate box if you are granting permission for the CLFN Education Staff to check your attendance records? Yes_____ No_____

EDUCATION

School	Course of Study	Dates from Month/Year	Attended to Month/Year	Degree or Diploma	Date

Name of school registered to attend in 2017/2018 School Year: _____

Elaborate on the factual material already presented and show how this experience is relevant to the position for which you are applying.

I HEREBY DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT A FALSE STATEMENT MAY BE CAUSED FOR DENIAL OR IMMEDIATE TERMINATION OF EMPLOYMENT.

SIGNATURE

DATE

Parent/Guardian signature required if applicant is under 18 years old.

Print Name of Parent/Guardian

Parent/Guardian Signature

Date