



**CHIPPEWAS OF GEORGINA ISLAND  
FIRST NATION**

# JOB POSTING

## *Summer Student Coordinator*

**Reports To:** Economic Development Manager

**Classification:** Temporary Full time

**General Description of Duties:**

- In consultation with Managers, Supervisors, Human Resources and EEDO develop work/training plans for summer students for the duration of the summer
- Actively lead and participate in the programs and activities of the summer student program
- Develop, coordinate and assist with Summer Student orientation
- Conduct progress check-ins with summer students and Manager/Supervisors once a month
- Identify and provide recommendations to the Managers/Supervisors where support is required for summer students
- Monitor summer student attendance and report concerns to EEDO
- Ensure summer students and readiness participants are following policies and procedures, coaching as required and escalate concerns to the EEDO and/or respective department managers.
- Support summer students with the completion of timesheets and leave forms as required
- Planning and organize activities/events/trips, ensuring not exceeding budget
- Assist with Office Administration duties, including answering phones at front desk and assisting managers with various tasks
- Filling in at Anishnaabean Coffee shop in the case of a staff absence

**Qualifications:**

- Grade 12 diploma and some post-secondary education
- Passion for First Nation Communities and empowering indigenous youth
- Experience working in an outdoor setting
- Experience leading teams or organizing activities
- Eager to learn and develop new skills
- Reliable means of transportation to and from work
- Effective oral and written communication skills
- Ability to work well with others and tactfully handle conflict
- Must complete a CPIC and Vulnerable Sector Screening upon offer of employment
- First Aid/CPR

**Closing Date:** *June 7, 2024 at 4:00PM*

**Contact:** Harmony Legere, Human Resources Manager  
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**\*\*\*Only applicants meeting the minimum requirements will be contacted\*\*\***

**Posted: May-24-24**