



## **AMENDED**

### **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
- 1-CARA Assistant \*NEW\*

#### **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](mailto: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

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## Community Aboriginal Recreation Activator Program 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 15 and 30
- **Must provide a completed criminal reference check (CPIC) with Vulnerable Sector \*Submit with application\* and must be eligible to work in Canada**
- Must have a high respect for confidentiality
- Must be respectful and empathetic
- Must have enthusiasm, sense of humor, patience and self-control
- Must be willing to work flexible hours (inclusive of evenings and weekends)
- Must demonstrate a high degree of initiative and self-direction
- Must be dependable

### Education:

- Secondary or Post-Secondary Education

### Duties:

- Assist CARA with assessing the sport, recreation needs and interests of the community
- Assist CARA with ensuring a variety of sport, recreation and cultural programs are planned and implemented
- Supervise and lead activities
- Book sport rental and community events
- Assist with program reports and data collection
- Assist CARA with evaluating the effectiveness of programs and identify areas where new programs are needed

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

# CLFN Summer Student Opportunity – 2017

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## 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 <sup>st</sup> @ 12 (noon)

# CLFN Summer Student Opportunity – 2017

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## 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 <sup>st</sup> @ 12 (noon)

# CLFN Summer Student Opportunity – 2017

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## 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 <sup>st</sup> @ 12 (noon)

# CLFN Summer Student Opportunity – 2017

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## 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 <sup>st</sup> @ 12 (noon)

# CLFN Summer Student Opportunity – 2017

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## 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

<u>Reports to:</u>	Receptionist and other Administration 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 <sup>st</sup> @ 12 (noon)

# CLFN Summer Student Opportunity – 2017

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## 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 <sup>st</sup> @ 12 (noon)



# CLFN Summer Student Opportunity – 2017

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## 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 <sup>st</sup> @ 12 (noon)

# CLFN Summer Student Opportunity – 2017

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## 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 <sup>st</sup> @ 12 (noon)

# CLFN Summer Student Opportunity – 2017

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## 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>	<b>May 31<sup>st</sup> @ 12 (noon)</b>

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.**

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**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