



# Aamjiwnaang First Nation

---

## EMPLOYMENT OPPORTUNITY

---

**Position Title:** Summer Student Coordinator

**Location:** Sarnia, ON

**Duration:** April 7<sup>th</sup>, 2025 – September 26<sup>th</sup>, 2025 (37.5 Hours/week)

**Posting Closes/Deadline:** February 7<sup>th</sup>, 2025

### Position Summary

---

The Summer Student Coordinator will undertake the responsibility of organizing and supervising the Summer Employment Program 2025.

### Responsibilities

---

- Prepare and submit proposals for funding
- 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 from 830am to 1230pm

### Knowledge, Skills and Abilities

---

- 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

### Minimum Requirements

---

- Must be an Aamjiwnaang First Nation Band Member
- CPR/First Aid Certification (provided during Training)
- Must be able to work June 2<sup>nd</sup> to August 29<sup>th</sup>, 2025. 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

## **Other Considerations**

---

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**

---

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)