



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Description

June, 2019

Job Title: McLeod Lake Summer Student Position (6 students)

The McLeod Lake Summer Students will be responsible for providing support and assistance to a variety of departments within McLeod Lake Indian Band. Main activities of the position includes:

- Act as a positive role model for youth and assist youth in developing values of self-assertiveness, respect for self and others, and role model healthy living.
- Organize and assist in the completion of events involving youths (i.e., meal preparation, setting up the gym, decorating the gym, and clean up, etc.).
- Assist staff with computer work such as power point, publications and word perfect
- Encourage youth and Elders to participate in community activity events
- Post and advertise upcoming events
- Assist with the development of the Back to School Barbeque
- Able to work as a team player as work well with others
- Perform any other duties as directed by the direct supervisor

The student may also be required to travel off-site to assist in preparations for events such as the AGA, Back to School Barbeque, training site ect. The student will gain a broad understanding of the various operations of McLeod Lake Indian Band.

Supervision and Mentoring Plan and Agreement

The student will be supervised by primarily by the summer student supervisor as well as their assigned work placement manager. The majority of the responsibilities of the student will be set out each day by the manager. The student will need lots of support and guidance in the first couple of weeks from staff. It is the responsibility of all staff in the office to ensure that the student has enough work duties to fill their day. During their work placement the student is encouraged to ask staff questions about their job titles and the education and experience that they have developed over the years. The students should get a clear picture of the different jobs and opportunities that the band offers. The student also will have morning meetings with a staff members to discuss the daily tasks and address questions and concerns. The student will have additional

support from the supervisor of the summer student program should there be any questions or concerns.

The student will attend a week long training and orientation session in their first week. And will be expected to attend training courses through-out the summer program. The student will be not be expected to work at the AGA however they will be asked to organize and fund-raise for the the Back to School Barbeque. They also will be required to attend an afternoon of cultural activities every Thursday.

At the end of their work experience, the student, manager, and the education supervisor, and summer student supervisor will set up a leaving interview to give the student feedback on their work performance.

Health and Safety Practices in the work place

Students will attend an orientation week in the beginning of July this will cover emergency response plans and procedures, wildlife awareness and safe operating procedures. We will work on certifying the youth with First Aid, WHMIS, and Food Safe. Staff working with the youth will be required to fill out a criminal record check. Weekly and daily check-ins will be provided by the summer student supervisor.

Basic qualifications: Between 16 years of age or older, have been registered as full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year and have a valid SIN at the start of employment

Position requirements: Must sign an Oath of Confidentiality, and read and understand McLeod Lake Indian Band Policy and Procedures manual.

