



S.A.Y. LANDS OFFICE

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SUMMER PROGRAM LEADER

POST SECONDARY SUMMER STUDENT - (2) POSITIONS

The S.A.Y. Lands Office manages lands on behalf of Skowkale, Aitchelitz and Yakwekwioose First Nations. This position is responsible for leading the summer youth programming for the SAY communities. Employee is expected to work independently or as a part of a team and is expected to develop and maintain positive working relationships with leadership, other staff, children and parents in the program and community members. *Preference will be given to qualified Aboriginal applicants. Please self-identify on your cover letter or resume.*

JOB PURPOSE / SUMMARY:	The Employee is responsible for leading the Summer Youth programming for the SAY communities.
SUPERVISED BY:	Governance Director
TYPE OF POSITION:	Summer Position, 13 weeks (June 7 th - August 27 th , 2021)
WAGE:	\$ 17.20/Hour

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Preparation and planning of summer programming for children and youth
2. Supervision of school-aged children
3. Preparation and provision of healthy snacks
4. Attendance tracking
5. Open or close the program
6. Contacting parents when required
7. Ensuring proper documentation for children’s registration

KNOWLEDGE AND SKILLS REQUIRED:

1. Ability to manage a group of school-age children
2. Past the age of 19 years
3. A valid Social Insurance Number (SIN) card
4. Understanding of First Nations culture
5. Good oral and written skills
6. Ability to work as a team member
7. Good organizational skills and initiative
8. Experience with school-age children
9. Current first aid certification (desirable)
10. Clear criminal record check
11. Ability to physically perform the active duties required

PERFORMANCE COMPETENCIES AND CRITERIA:

- Demonstrates ability to manage a group of school-age children
- Demonstrates good written and oral communication skills
- Demonstrates ability to work collaboratively with others
- Demonstrates ability to engage with the community children, parents and community members in a constructive and respectful manner
- Demonstrates problem-solving skills and initiative
- Demonstrates good time management skills
- Contributes to development of a professional and collaborative working environment

WORK CONDITIONS:

- Indoor and outdoor activity with children expected
- Current work site is not accessible to those with physical limitations
- Multi-tasking can be expected
- Engagement may be demanding or stressful

TERMS OF EMPLOYMENT:

- Employee signs a standard form contract of employment
- Term of employment is 13 weeks
- Work hours are 35 hours
- Hourly wage of \$17.20/hr, payable biweekly and not in advance
- If no exemption applies, deductions will be made at source according to law
- If applicable, employer contributions will be made at prescribed rates to CPP, EI, WCB and vacation pay

HOW TO APPLY

Interested candidates are required to submit a resume and cover letter. Please include position title in the subject line. Send applications to:

S.A.Y. Lands Office
3rd Floor Building 10
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Application deadline: 4:00PM, Friday May 21st, 2021

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.