



WESTBANK  
FIRST NATION

Community. Leadership. Pride.

## WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

**TITLE: Summer Camp Leader (5 positions)**  
**MINIMUM SALARY: Commensurate with experience**  
**DEPARTMENT: Community Services**  
**TERM: June 25, 2018 to August 31, 2018 (full-time)**

### POSITION SUMMARY:

The Westbank First Nation Summer Programs provide recreational and learning activities for children and youth ages 5 -11 throughout the summer months. The incumbent will be responsible for introducing a variety of games, sports and educational activities to the program participants. The main objectives of the summer programs are to be innovative, exciting, professional, safe, fun and positive.

### DUTIES AND RESPONSIBILITIES:

- Assists in the transportation of participants to and from scheduled activities if eligible driver
- Assists in the organization and implementation of fun, interesting and safe recreational and educational activities for program participants
- Assists in the supervision of the various summer programs as directed
- Assists in the coordination of attendance, safety and supervision of all participants as directed
- Contributes to ensuring all of the summer programs are innovative, positive and fun
- Assists with the set-up and take down of equipment for the various programs
- Applicants aged 19 or over must be prepared to fill the Responsible Adult role in the absence of the supervisor and are required to complete opening and closing duties of the facilities
- Maintains confidentiality on all matters relating to the affairs of the Westbank First Nation
- Performs all duties and responsibilities in accordance with the Westbank First Nation policies, standards and procedures, and as directed by the After School Program Supervisor or designate

### QUALIFICATIONS:

#### EDUCATION/TRAINING/CERTIFICATION

- Must be a Post-Secondary or Secondary school student (age 16 or over) and returning to school after summer break

#### EXPERIENCE

- Previous experience working with children preferred
- Experience working with First Nation community preferred

#### OTHER QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Valid First Aid with Child CPR preferred
- Ability to relate to all ages
- Strong organizational, interpersonal, and communication skills (written and oral)
- Teachable with ability to follow directions
- Leadership skills
- Healthy lifestyle
- Ability to exercise mature judgment and initiative
- Organized and reliable
- Ability to work unsupervised and to work in a team atmosphere
- Physically fit
- Positive role model
- Ability to reliably get to work
- Criminal Records Check with Vulnerable Sector Search is required

The summer student position is a great way to gain valuable experience during the summer break. Further information can be obtained at [www.wfn.ca](http://www.wfn.ca) by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right-hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#) by **Friday, March 30, 2018**. **Please reference #17-41, 42, 43, 44, 45 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

**\* Incomplete and/or late submissions will not be accepted \***

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