



Summer Student Supervisor

Department: Health

Pay Rate: \$25.00 - \$27.00/hr

Reports To: Colin Day

Start Date: TBD

Hours: Full Time, 28-35 hours per Week, Monday – Sunday

Open to WMFN Members and Community Members

Purpose

As a Summer Student Supervisor, you be responsible for organizing and assist the summer students with training, work placement, mentorship and guidance while they are employed with West Moberly First Nations.

Key Responsibilities

1. Training:

- Assist with organizing summer student onboarding week including:
 - Booking required training session such as First Aid, Bear Aware, WHIMIS
 - Explaining how timesheets are completed and submitted
 - Reviewing West Moberly First Nations HR Policy manual
 - Assist with any in house specific online training as per department
- Provide transportation to and from training session when needed
- Assist summer students with the completion of all required forms required by third party groups such as NENAS.

2. Daily Activities:

- Touching base with summer students via text, phone or in person visit
- In person work site checks
- Assisting summer students with any personal or work related issues they may have
- Assist with students completing worksheets for High School Credit Programs as needed
- Work with site supervisors to ensure the summer students are safe, happy and engaged
- Arrange bi weekly workshops, including guest speakers, for the summer students such as:
 - Stress management in the workplace
 - Financial management
 - How to have difficult conversations at work

3. Reporting:

- Preparing year end NENAS report
- Preparing NENAS year end financial report

- Preparing year end report for Chief and Council review
- Preparing any other reports that may be required

Key Assets

1. Key Skills, Knowledge, and Abilities:

- Knowledge of Microsoft Business 365 and the apps associated with it, or a willingness to learn.
- Decent understanding of computers, or a willingness to learn.
- Self Motivated
- Imaginative
- Problem solving
- People person
- Good at working with a team and individually
- Valid Class 5 Drivers Licence
- Pass a Criminal Record Check including vulnerable sector
- Experience working with youth
- Education or training related to working with youth
- Food Safe Level 1
- First Aid

Please apply to Colin Day at sdw@westmo.org.