

# SUMMER STUDENT

## Employment Opportunities 2022

Upper Nicola Band has THREE POST SECONDARY & FOUR HIGH SCHOOL STUDENT job opportunities. The positions are as follows:

<b>(3 POST SECONDARY &amp; 4 HIGH SCHOOL Positions Available)</b>	
<b>Wage: Dependant upon Position</b>	
<b>High School Students</b> <b>Start Date: July 4, 2022</b> <b>End Date: 26 August 2022</b>	<b>Post Secondary student</b> <b>Start Date: ASAP 2022</b> <b>End Date: 26 August 2022</b>

**Youth Worker/Labourer – Maintenance** - Reporting to the UNB Director of Community Services; the Youth Worker/Labourer will assist with the UNB Summer Day Camps. The Youth Worker/Labourer will supervise groups of youth in a safe manner, monitoring interactions and behaviours and will also be responsible for assisting the 5 Stations within the Day Camps. These individuals will also be required to help the UNB Operations Department with assigned labourer duties which could include lawn maintenance, cleaning up worksites, assisting tradespeople on-site, handle and transport materials and equipment and using power tools and machinery when needed. Other duties as assigned. All safety protocols i.e.: face masks, social distancing, and hand washing, are being observed.

**Day Camp Leaders/ Beautification** - The Camp Leaders will assist with planning and implementing daily activities for a group of 30 students ages 8 - 17 years old, at Glimpse Lake from July 4, to July 22, 2022. Camp Leaders will maintain leadership, relationship skills with their peer co-workers and our youth and stays alert to potential safety to all Day campers. The leaders will be working in larger groups activities, learn, lead & engage our youth in cultural and traditional activities. There will be educational workshop such as Health and Nutrition - Cooking, and basic life skill class.

**Office Assistant** - Perform the duties the skills for Office Assistant. Assists the with Department in organizing and managing the Office support systems of the Managers in a manner that maximizes effectiveness and efficiencies. Implements and maintains a confidential records-management/filing system that: enables expedient retrieval of organizational documents, records, and reports. Maintains office calendar to track and coordinate meetings, work demands and critical deadlines. Performs general clerical duties including photocopy, A/Ps, notices, and mailing. as well as responses to correspondence received, for approval by supervisor

Qualifications: Proven leadership skills: strong written and verbal communication skills, reliable transportation and/or, strong time management, organizations skills, and must be returning to High School or Post-Secondary School September 2022 – 2023

**Summer Student Assistant** - Documenting all Band Council Resolutions and Chief and Council Motions into a master spreadsheet. Organizing all Band Council Resolutions into their proper files destroying duplicates unless signed. Scanning and digitizing all Chief and Council documentation, ensuring all documents are in order and Signed Band Council Resolutions are included in the relevant documentation. Organizing all general Band Meeting minutes, digitizing, and archiving.

Aid with organization with the Upper Nicola Annual General Assembly.

Organizing and archiving documents in Chief and Council office, ensuring relevant documents remain in office, and archiving remainder as needed. Other duties as assigned.

Please send current resume and cover letter to:

Upper Nicola Band, HR Manager, General Delivery, Douglas Lake, BC, V0E 1S0

Apply either in person, or by email: [hr@uppernicola.com](mailto:hr@uppernicola.com)

**Deadline to apply: Open until filled.**