



EMPLOYMENT OPPORTUNITY

SUMMER STUDENT COORDINATOR

POSITION SUMMARY

Henvey Inlet First Nation is seeking a **Summer Student Coordinator** to join our Administration for a short-term seasonal contract from June 2025 to August 2025. The Summer Student Coordinator reports to the Director of Finance/Administration and is responsible for supervising the summer students as they fulfill their work plan objectives. This position requires exceptional communication skills and a positive, motivational attitude.

MAIN RESPONSIBILITIES

The Summer Student Coordinator will be responsible to:

- Act as a responsible role model
- Set-up student interviews and coordinate the hiring committee
- Participate in student interview process
- Prepare all confirmation of employment letters for each student
- Prepare all new hire packages and personnel files for each student
- Greet students on first day and complete/collect required new hire documents and funding agency intake or information forms
- Review applicable policies, procedures, and safety protocols with students on first day
- Supervise and support the summer students through mentoring, coaching, and leading project initiatives
- Find a staff mentor for each student to ensure productivity is maintained
- In collaboration with the staff mentors, coordinate daily activities of all summer students and ensure appropriate tasks are assigned
- Transport students to and from job sites as required
- Ensure necessary equipment and supplies are available to students when required
- Ensure equipment provided is in safe working order and used properly; ensure students are trained on all equipment they use
- Ensure all equipment is stored/secured at the end of each workday and at the end of the employment period
- Ensure all safety precautions are met and adhered to during regular working hours
- Coordinate First Aid/CPR training for all students
- Assist the Economic Development Officer in coordinating the annual career fair per funding agreements
- Assist students in coordinating and facilitating a fundraising project for their end of summer activity
- Ensure weekly timesheets are properly completed by each student in time for payroll deadline
- Oversee time and attendance records for summer students, including approval and sign-off of timesheet
- Collect and submit summer student timesheets on a weekly basis
- Facilitate and oversee the completion of end of term summer student reports
- Complete all funding reports and final reports by their respective deadlines for the various funding agencies (ie - Gezhtoojig, Health Canada, AANDC, MNM)
- Communicate with Director of Finance/Administration any issues arising from students
- Participate in performance management and progressive discipline processes within Summer Student Coordinator capacity as necessary
- Work cooperatively with all HIFN staff
- Attend workshops and or training provided during employment period
- Other duties as assigned from time to time by Chief and Council or the Director of Finance/Administration

QUALIFICATIONS

- Must be 18 years of age or older
- Grade 12 diploma preferred
- Possess a valid Ontario Driver's License with access to a reliable, insured vehicle
- Current driver's abstract
- Current CPIC
- Current First Aid and CPR Level C an asset
- Experience using Microsoft Word and Excel
- Excellent interpersonal communication skills
- Positive and responsible attitude

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

\$19.52/hr

START DATE

June 23, 2025

APPLICATION DEADLINE

June 8, 2025

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.