



Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

CLOSED COMPETITION

"Restricted to members of the Lac La Ronge Indian Band"

The Lac La Ronge Indian Band's Education Department is now accepting applications to fill the following **summer term** position based out of **Bell's Point Elementary School (BPES) in La Ronge, SK:**

SUMMER LITERACY CAMP COORDINATOR

Training and preparation is scheduled for July 3-5, 2018, followed by three weeks of day camp and reporting. The position pays **\$22.00/hour** (35 hours per week)

Position Summary

The Summer Literacy Camp Coordinator will be expected to work as a small, independent team with Camp Counselor(s) to deliver a diverse array of indoor and outdoor literacy-based camp activities in a safe, caring, and fun-filled environment. Coordinator & Counselors must be prepared to demonstrate initiative and creativity to engage the community, and involve parents, Elders and other community members in the camp curriculum.

Duties, Responsibilities, & Expectations:

- Day-to-day planning & organizing of camp activities.
- Ensuring the safety & well-being of all camp participants during camp hours.
- Establishing & maintaining good relationships with community members, and soliciting their participation in the camps.
- Maintaining accurate camp records as required.
- Work as a camp counselor in some sessions as required or scheduled.
- Managing & maintaining camp budget and accounts, including all financial records.
- Ensuring adherence to all program directives and guidelines.
- Other duties as assigned by BPES.
- Attending and participating in all camp orientation, training, and evaluation sessions.
- Mentoring & supervising camp counselors.
- Keeping daily attendance and tracking statistics.
- Submitting weekly camp reports.
- Implementing evaluation tools & working with camp counselors to collect information & samples from the campers.
- Completing and submitting a memory book.

Suggested Skills, Attributes & Qualifications:

- Minimum 18 years old.
- A positive, friendly, and approachable disposition.
- Adaptable, self-motivated, responsible, enthusiastic, creative.
- Superior planning, organizational, and time management skills.
- Able to work with different personalities/working styles, even in challenging situations.
- Strong situational problem-solving and conflict-resolution skills.
- Demonstrated experience working with groups of children/youth in a summer camp or literacy program setting is an asset.
- Possession of Standard/Emergency First Aid qualification would be an asset.

Posting Date: June 1st, 2018

Deadline for applications: June 15th, 2018 by 11:59PM.

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councilors), with one from your most recent/current employer**, to the following:

Human Resource Office
Lac La Ronge Indian Band
Box 480
La Ronge, SK. S0J 1L0

Phone: (306) 425-2183
Fax: (306) 425-2170
E-mail: (hrinfo@llrib.ca)

****Note: Your references MUST be people who you reported to and had direct supervisory authority over you. In the cover letter, please indicate permission to contact references****

For further information, please call Karen Maxwell, Principal of BPES at (306) 425-5600.

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. Please be advised applications received without the proper documentation may not be considered. Telephone interviews will not be granted.