



# 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 COUNSELLOR

**Training and preparation is scheduled for July 3-6, 2018, followed by three weeks of day camp and reporting. Position pays \$20.00/hour (35 hours per week)**

#### Position Summary

The Camp Counselor will be expected to work as a small, independent team under the direct supervision of a Camp Coordinator 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 counsellor in some sessions as required or scheduled.
- Managing & maintaining camp budget and accounts, including all financial records.
- Ensuring that all camp documentation is maintained and reported as required.
- 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.
- 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 1<sup>st</sup>, 2018**

**Deadline for applications: June 15<sup>th</sup>, 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](mailto: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.*