



## **Lax Kw'alaams Band**

206 Shashaak Street,  
Port Simpson, B.C. VOV 1H0  
PH: 250-625-3293 F: 250-625 -3246

### **JOB OPPORTUNITY**

#### **Summer Student Supervisor**

**Date Classified: July 29, 2021**

**Location: Lax Kw'alaams, BC**

**Business Unit: Public Works Department**

**Reporting to: Director of Infrastructure**

The Lax Kw'alaams Band has an immediate opening for a temporary full-time Summer Student Supervisor. Under the direction of the Director of Infrastructure, the Summer Student Supervisor will oversee the management of summer students, including the mentored work experience students. He/she will plan, prepare, organize, and communicate written reports and verbal skills necessary. They will also liaise with other managers in monitoring the summer students in the employment summer program.

**This is a termed position that is expected start on August 9, 2021 and end August 27, 2021.**

#### **Duties and Responsibilities will include but not be limited to:**

- Monitor and supervise all summer student employees;
- Assist in the planning, preparing, and organizing the necessary summer student program;
- Liaise with other departments to carry out the training and mentorship;
- Administer attendance and gather evaluations for the students;
- Comply with WCB health and safety standards;
- If necessary, participate in conflict resolution - mediate should any conflict arise;
- Good standing in the community with knowledge of community members;
- Ability to demonstrate a commitment to embodying a personal addiction-free lifestyle;
- Perform all other tasks within the scope of the position, as assigned.

#### **Education, Experience and Knowledge:**

- Completion of Grade 12 or a combination of education and experience will be considered;
- A collaborative working style;
- Participate in mandatory occupational and health safety training as needed;
- Knowledge of Word and Excel will be an asset.
- Strong organization skills and ability to manage multiple tasks;
- Must be able to work independently and as part of a team;
- Valid BC drivers' license with clean driver's abstract;
- Provide a current Criminal Record Check, including a Vulnerable Sector Screening as a condition of employment.

#### **Compensation & Benefits**

- The wages are paid in accordance with the current Collective Agreement. Your rate of pay will be \$18.50 per hour, bi-weekly.
- Term length: 3 weeks (35 hrs/week 8:30 am - 4:30 pm).
- This is a Bargaining Unit position and is open to male and female applicants.

#### **Submission Deadline:**

- August 6, 2021.
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.
- We invite all interested parties to reply in the strictest confidence to the Human Resources Department at [hr@laxband.com](mailto:hr@laxband.com).