



Mississaugas of the New Credit Employment & Training  
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**Mississaugas of the New Credit First Nation**  
**Summer Student Job Description**

**Position Title:** SHS Summer Day Camp Assistant – three (3) positions  
**Position Purpose** To provide assistance to the Social and Health Services' Community Support Department

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**1. Accountability**

- The **Day Camp Assistant** is supervised by the Community/Family Support Supervisor of Social & Health Services or a specified designate.
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**2. Detailed Responsibilities and Expected Results**

- Aiding in the development and facilitation of summer camp programming for youth 6-12 (crafts, games, field trips, snack/mealtimes)
  - Working closely with the Community Support Unit to ensure youth are abiding the Health and Safety Standards while engaged in programming
  - Ensuring children are adequately supervised and accounted for during day camp hours
  - Other duties as assigned.
- I. The efficient, responsible and accountable use of resources entrusted for the delivery of services and programming within the community**
- Always maintain most efficient use of resources
  - Maintain strictest confidentiality
- II. Assists to ensure all the routines required by Social and Health Services are completed in accordance with organizational policies and procedures by:**
- Practicing, promoting and enforcing Health and Safety standards in all aspects of work;
  - Practicing and promoting an effective teamwork approach at all levels of the organization;
  - Providing open and comprehensive communications with all staff on a “need to know basis;” while still maintaining confidentiality.
- III. Other Duties**
- Performs other duties as assigned from time to time by the Director of Social & Health Services or designate;
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**3. Qualifications**

**I. Education and Experience**

- Currently enrolled in Secondary or Post Secondary with in interest in Recreational leadership, Early Childhood Education, Social work, Child & Youth Worker



## II. Knowledge

- Knowledge of the Social and Health Services department and the programs and services offered to community members and band membership.

## III. Skills/Abilities

- Strong Communication skills
- Organizational skills
- Adaptable
- Ability to take direction
- Efficient
- Ability to motivate others
- Strong supervisory skills especially active youth
- Excellent time management
- Trouble shooting skills
- Listening, interpreting and analytical skills
- Resourceful, quick-learner, ability to plan ahead
- Sound decision making skills
- Helpful, trustworthy, flexible, punctual

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## 4. Assets

- Valid Driver's license, insured and/or reliable insured vehicle.
- Knowledge of the history, culture and /or language of the Mississaugas of New Credit First Nation is an asset.

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## 5. Mandatory Requirements

- Must meet age criteria: 16 – 30 years of age as of start date.
- Must be Mississaugas of the New Credit First Nation Band Member (funding requirement)
- Must be enrolled full time for 2016/2017 Academic year and returning to school full-time in September 2017

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## 6. Compensation:

- Secondary student set wage of \$12.00/ hour
- **Start date:** July 4, 2017 for 8 weeks (37.5 hours per week)

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## 7. Deadline

- Completed Employment & Training Intake Package, with resume and cover letter(s) due to Employment & Training office by Friday June 16, 2017 4:30 pm