Sturgeon Lake School

Postal Bag 5

Valleyview, AB T0H 3N0

  Phone: (780)-524-4590 Fax: (780)-524-3696

**Employment Opportunity for**

**Post-Secondary Students**

**Term Position – June - August 2025**

**FNIYES Summer Student Work Experience**

**Program-Coordinator – 2 positions**

**Job Description:**The Summer Student Work Experience Program Coordinators oversees the implementation of securing employment opportunities for High School and Post-Secondary students on reserve, as well as overseeing a variety of summer camps in the community. This position consists of selecting suitable candidates to be placed in a variety of different jobs within Sturgeon Lake Cree Nation. This position also consists of monitoring the day-to-day activities of up to 20 students every 2 weeks starting July 7 – August 29th and ensuring their safety while in the work field.

**Roles and Responsibilities:**

* Organize and follow through all projects to completion
  + Summer student program – July & August 2025
  + Planned Summer camps for the months of July – August 2025
* Plan and coordinate orientation for summer students
* Ensure students job placements are in safe environment and act as a liaison between the employer and summer student
* Assess summer student for job placement suitability
* Keep accurate records of student attendance and time worked, submit time
* Liaison with Payroll for student payments
* Assign students on community team to various tasks each day
* Acquire needed safety materials for employees
* Ensure all students complete youth evaluation at the end of their 2 weeks
* Ensure students are prepared in summer youth activities and community events.
* Ensure students review and understand safety on the job skills, basic carpentry, janitorial, clerical, lawn maintenance, painting, etc.

**Qualifications:**

* Must be enrolled in a Post-Secondary Program and returning in the fall
* Sturgeon Lake Cree Nation member
* Have own reliable transportation
* Valid Driver’s License – attach with resume

**Your application should include:**

* Cover letter, detailed resume, three references with current contact information
* A current Criminal Record Check (including Vulnerable Sector Check), and cleared AB Intervention Check - both dated within the last six months

**Hours of Work: Start and End Date:**

8:30am-4:30pm Monday through Friday  June 24, 2025 to August 29, 2025

**Deadline to apply: Friday, June 20, 2025 at 3:30 pm**

Email or submit your resume with relevant documentation to:

Employment@sturgeonlake.ca

Any questions please call the school 780-524-4590