



<b>Position:</b> Chiblow Lake Lodge Assistant 1 positions	<b>Accountability:</b> Chiblow Lake Lodge Manager and Employment Counsellor
<b>Hours of Work:</b> 32 hrs/week	<b>Employment Status:</b> Summer Student – 8 weeks
<b>Circulation Level:</b> Level I	<b>Preferences:</b> MFN Band Member must be a student

The Chiblow Lake Lodge Assistant:

**KEY JOB FUNCTIONS**

- Assist the Manager with daily administrative/ day to day operations of the Lodge.
- Prepare the cabins for occupancy and to ensure customers are serviced in an appropriate manner.
- Assist in the maintenance and upkeep of the grounds.
- Assist staff and ensure the grounds and cabins meet health and safety regulations.
- Assist in the development and promotion of the lodge with proper assistance.
- Will be required to stay at the lodge from Monday to Friday and home for the weekend.
- Perform other related duties as directed by the manager.

**QUALIFICATIONS AND PERSONAL REQUIREMENTS**

- Must be in school and returning to school in the fall.
- Ability to work flexible hours.
- Must have strong computer skills with Microsoft Office.
- Must have good organizational skills and communication skills.
- Must have the ability to follow instruction, work as part of a team and have the ability to communicate effectively with the customers.
- Must be able to work outdoors.
- Must have strong spoken and written communication skills.
- Must submit copy of current year school report card/ transcripts and attendance records.

**ELIGIBILITY REQUIREMENTS**

- Students hired by recipient organizations must meet the eligibility criteria of the program:
  - All students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 and not yet reached the age of 25 upon commencement of employment or up to 29 years for person with a disability, if disabled, within the meaning of s. 10 of the Ontario *Human Rights Code*, R.S.O. 1990, c. H. 19, as amended from time to time.
  - Proof of enrolment must be provided to the employer.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Attention: Robert Morningstar – Employment Counsellor  
Marked: **CONFIDENTIAL**  
**EMAIL:** robertmorningstar@mississaugi.com **FAX:** 705-356-1740  
**Deadline:** Friday, May 17, 2019 at 4:00 pm

*Thank you to all applicants; however, only those selected for an interview will be contacted.*