



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: [Summer Camp Coordinator](#)

Posting Type: Internal

Program: Community Wellbeing Centre

Location: Community Wellbeing Centre, Tyendinaga Mohawk Territory, ON

Position Type: Full time (May need to work flexible hours)

Duration: Term Position (10 weeks)

Posting Closes/Deadline: June 17, 2022, at 11:59 p.m.

Tentative Interview Dates: June 20-24

Salary Range: Pay Grade Level A (\$16.55)

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

This summer student position provides coordination of the summer camps for the Mohawks of the Bay of Quinte.

Reporting:

This position will report to the Director of Community Wellbeing. This position has no direct reports.

Summary of Main Responsibilities:

- ☞ Liaising with summer students, summer student placements, immediate supervisors
- ☞ Design, organize and deliver summer camps
- ☞ Under the guidance and direction of the Director of Community Wellbeing will assist with administrative type work, including participation with interviews, time sheets and other documents for commencement and end of the Summer Student program.
- ☞ Being available for summer students and summer student placements to answer questions, address behaviours, other concerns, etc.
- ☞ Coordinating summer student meetings, training and documentation
- ☞ Reporting for summer student experiences for internal and external purposes
- ☞ Other duties as assigned

Requirements:

- Preferred student in the 22/23 Academic Year/Post-Secondary Student
- Must comply with funding requirements
- CPR/First Aid certification an asset, must have valid class 'G' license and own transportation

Knowledge, Skills, and Abilities:

- ☞ Excellent interpersonal and communication skills (both written and verbal)
- ☞ Organizational skills with ability to prioritize
- ☞ Excellent customer service skills
- ☞ Ability to work in a fast paced, high stress environment
- ☞ Attention to detail
- ☞ Ability to work and care for children, demonstrating compassion and safety at all times

Behavioural Competencies:

- ☞ Must be an empathetic and non-judgemental person
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful, and trustworthy
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic
- ☞ Demonstrate keen attention to detail

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte By Fax: 613-396-3627
24 Meadow Drive
Deseronto, ON K0K 1X0 By Email: careers@mbq-tmt.org
ATTN: Careers

For more information or a detailed job description, please contact Renee Brant at (telephone) 613-396-3424 or (email) careers@mbq-tmt.org

To find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

- ☞ *Internal Postings are for members of MBQ or active employees only*
- ☞ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ☞ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- ☞ *Late applications will not be considered*
- ☞ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- ☞ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*