



Deshkan Ziibiing

Chippewas of the Thames
First Nation Employment
and Training

Job Title: Summer Student Employment Supervisor

Start date: July 6th, 2026

Finish date: August 28th, 2026

37.5 hours / per week

\$17.50 / hour

Under the direction of the Employment and Training the Summer Student Employment Supervisor will oversee the management of summer students, including the mentored work experience students. The Summer Student Employment Supervisor will learn to plan, prepare, organize, and communicate written reports and the verbal skills necessary while being in the supervisory role. They will also liaise with other Managers of the Chippewa Organization in monitoring the summer student in the employment summer program.

Main Duties:

- Assist in the planning, organization, and management of the Summer Student Mentored/Employment Program.
- Assist in the planning, preparing, and organizing the necessary health and safety workshops.
- Assist plan, prepare, and organize any other workshops, such as resume writing, mock interviews, and any other development workshops, which will be determined later.
- Monitor and supervise all summer student employees.
- Liaise with other Departments and Committees within Chippewas of the Thames First Nation.
- Administer attendance and gather evaluations.
- Mediate, should any conflicts arise.
- Assist with any other duties, as directed.

Employment requirements:

- Must be between the ages 20-30
- Must provide proof of enrolment in post-secondary.
- Participate in mandatory Occupational and Health Safety Training
- Must be a Chippewa Band Member in accordance with funding policy.
- Complete overall evaluation of self and program.
- Knowledge of word and excel will be an asset.
- Valid Driver's License and insured vehicle.
- MUST have a valid social insurance number.

Closing Date: No later than June 19th, 2026 @ 4:00 P.M.

Please submit your cover letter, resume, one work or character reference, and proof that you are a student who will be returning to school in the fall of 2026 related to:

Email: ksmith@cottfn.com or etadmin@cottfn.com