



Summer Student Employment Opportunity Internal and External

Position: Summer Student Activities Aide

Reports To: Program Services Supervisor

Employment Type: Temporary Summer Position

Position Summary:

Wiigwas is seeking an enthusiastic and motivated Activities Aide Summer Student to join our growing Program team. Reporting to Program Services Manager, the Activities Aide Summer Student will assist with a variety of programming directly with the residents of Wiigwas. This is a great opportunity to gain hands-on experience in a supportive, elder-focused environment.

Overview of Duties:

- Assist with the daily scheduled programming.
- Support residents during mealtimes.
- Maintain confidentiality and handle sensitive information with professionalism.
- Perform general administrative duties, including data entry and correspondence.
- Effectively communicates and interacts with residents, family members, visitors, staff and volunteers in a courteous and professional manner.
- Respond to resident concerns within the scope of the role or notify the Programs Manager.
- Effective communication skills and ability to work independently and collaboratively are essential.
- Other duties as assigned.

Qualifications:

- Currently pursuing or planning to pursue post-secondary studies in Human Resources, Business Administration, or a related field.
- Proficient in Microsoft Office (Word, Excel, Outlook).
- A positive attitude, willingness to learn, and a commitment to providing quality service.
- Proficient in Microsoft Office (Word, Excel, Outlook).
- High standard of personal conduct and self-discipline, both personally and professionally.
- Police Vulnerable Sector Check dated no later than 6 months from date of hire.
- Excellent organization, critical thinking, problem-solving, and computer skills.
- Effective communication skills (both written and verbal).
- Knowledge of First Nations history, language, and culture an asset.
- Ability to work independently and as a Wiigwas Elders and Seniors team member.

Why Join You Should Work For us:

- Gain meaningful experience in HR within a caring, culturally rich environment.
- Develop valuable skills for a future career in human resources or healthcare administration.
- Be part of a supportive team committed to continuous learning and growth.

Wage: \$26.70 – \$28.84, as per collective agreement

We are committed to building a diverse workforce that reflects the First Nations communities we serve. Preference will be given to internal applicants and those who self-identify as Indigenous.

Wiigwas welcomes and encourages applications from individuals of all backgrounds, including people with disabilities. Accommodation is available upon request throughout the application process to support accessibility.

Please submit your resume to careers@wiigwas.org and include “**Summer Student – Activities Aide**” in the subject line.

DEADLINE TO SUBMIT APPLICATION: OPEN UNTIL FILLED