

Summer Career Program Job Descriptions

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Tourism

Wikwemikong Tourism is located Wikwemikong Way at the mini mall. Wikwemikong Tourism also owns and takes care of the Point Grondine Park. The services that Wikwemikong Tourism provides are tours located within Wikwemikong and Point Grondine and hosting special events like the Music Festival and the Annual Pow Wow. There are hiking trails located within Wikwemikong and Point Grondine that tourism takes care of as well

Trail Maintenance

The successful candidate will be responsible for assisting with trail maintenance at the Bebamikawe Memorial Trail and other recreational sites. Assist with coordinating logistics and training for all trail training initiatives. Take part in mandatory training. Work in a dynamic team with experienced trail maintenance crew. Assist with Point Grondine Park maintenance and training when required. Perform other assigned duties as required

Tourism Ambassador

The successful candidate will be responsible for the delivery of programming at the Wikwemikong Tourist Information Center including but not limited to; Visitor data collection, assist with bookings for Point Grondine Park including telephone and online reservations, assisting with tourism related events, promote Wikwemikong Tourism product and services via social media, deliver experiential tours as required, and perform other assigned duties as required

Taylor Sawmill

Taylor Sawmill is located in M'Chigeeng. This business is family owned and operated by Gail Taylor and his wife Roslyn. The different services and products that Taylor Sawmill offers are Paneling, Siding, Trim and Moulding, Decking, Saunas, Flooring, and any additional lumber

Labourer

Lumber manufacturer located in M'Chigeeng for almost 40 years. Will be required to bale shavings, pile and sort lumber, plane lumber, take lumber from the sawmill and sort, bag mulch, load customers and maintain a tidy workspace. On-the-job training and looking to hire post summer. Applicants will be required to learn the safety of all stations before working at them. Applicants will learn to sort and pile lumber off the mill, operate the edger, tail off the planer learning to grade lumber, use the shavings baler, dealing with customers while doing customers service, and may learn to set up the planer. At each job location, there will be someone to help teach the trainee how to complete their job and to answer any questions that the trainee might have

Housing

Wikwemikong housing is located within the band office building. The housing organization offers three different programs such as INAC Minor Capital, Housing Repayment Program, and Bank Direct Lender Loans. INAC Minor Capital allows Wikwemikong residents to access Renovations and Water and Septic Services. The Housing Repayment Program allows for Residents to utilize Emergency Repairs, while the Bank Direct Lender Loans allows for residents to access Ministerial Guarantee or BCR Guarantee

Administrative Support

Administrative support will assist with daily office needs and clerical duties as directed. The responsibilities of the administrative support are to assist with scanning, sorting, and filing both manual and digital files onto SharePoint and OneDrive, assist with organizing filing cabinets, file room, and board room, assist with answering phone calls and relaying messages to appropriate persons, assist with preparing and organizing information for meeting, assist with ordering office supplies, and assisting with other duties as requested

Construction Labourer

The construction labourer will be assisting with building structures for residential, business, and construction sites, assist with installing and removing construction materials from job sites and assist with transporting materials specifically: footings, foundation, sub floors, upper/interior walls, roofing, windows/doors, insulation, boarding/drywall, and finishing. The responsibilities of the construction labourer will be to assist skilled tradespeople such as carpenters, and electricians with various tasks, follow all safety protocols and always wear appropriate personal protective equipment, work collaboratively with the construction team to meet project deadlines, assisting in preparing construction sites by cleaning debris, removing hazards, and ensuring a safe

working environment, operating basic hand and power tools under supervision, and communicate effectively with supervisors and team members regarding task completion, any issues, or safety concerns

Finance Dept.

The Finance Department is in the Band Office building. The Finance Department provides financial services to the people and programs of Wikwemikong. Finance takes the responsibility to establishing and maintaining effective business relations with Wikwemikong Unceded Territory suppliers, clients, and personnel. Finance has three departments, Accounts Payable, Accounts Receivable, and Payroll

File Clerk

The Finance clerk is responsible for supporting the WUT finance administration team in accordance with the WUT financial unit's objectives. The Finance clerk's responsibilities are to assist in payroll, accounts receivable, and accounts payable as needed, organize finance committee meetings, prepare meeting packages & correspondence, record meeting minutes, maintain manual and electronic filing systems process Tobacco allocation applications, review and enter data into Sage (ACCPACC), retrieve data for program managers, assist with band member's requests and inquiries or directs to proper personnel, update work instructions for financial tasks and functions, perform other financial and administration functions as may be required and other related duties as required

Wikwemikong Arena

The Wikwemikong Arena is located Wikwemikong Way, in the district of downtown Wikwemikong. The Services that the Arena provides are Hall rentals, Ice rentals, and Kitchen rentals

Concession Stand Worker

The responsibilities of the concession stand worker are to prepare and serve food and beverages to customers in a courteous and efficient manner, handle cash transactions, operate the cash register and provide accurate change maintain cleanliness and organization of the concession stand including food preparation areas and equipment, follow health and safety regulations to ensure the safe handling and storage of food, restocking inventory and informing the supervisor of any shortages of needs, provide excellent customer service and address customer inquiries and complaints promptly and

professionally, and to assist with opening and closing duties including setup and cleanup of the concession stand

General Labourers

The key responsibilities of the general labourers are to assist with the maintenance and cleaning of the arena facilities, including the ice rink, seating areas, and common spaces, setting up and taking down equipment for events and programs, perform landscaping and groundskeeping tasks around the arena premises, support arena staff with general operational duties as needed, ensure adherence to health and safety regulations at all times, and provide excellent customer service to visitors and program participants

Ontario Works

The Wikwemikong Ontario Works office building is located at 11 King Street which is behind the nursing home. The different employment supports services that Wikwemikong Ontario Works office provides are Assistance with Resume and cover letter development, Transportation, Childcare expense, Job boards, Resource center, Career assessment, Employment Start up assistance, Criminal reference check, Record suspension, and Workshops and training opportunities. Some of these opportunities include First aid/CPR training, WHMIS certificate training, carpentry workshops, computer software training, smart serve certificate training, job readiness workshops, cooking classes, sewing classes, and land-based activities. Some additional services that are provided by Wikwemikong Ontario Works are Community Placement Program, Employment Experience, Eligibility Review, and Family Support, as well as Addiction Services Initiative (ASI)

Agriculture Worker

The duties and responsibilities of the agriculture worker are to assist the agriculture resources management coordinator in maintaining the community gardens, greenhouses and livestock (chicken and cattle), assist community members in maintaining their gardens, perform manual labour in various areas such as building construction, gardening and deliveries, operate various hand and power tools to complete tasks, demonstrate excellent conflict resolution skills when working with managers, community partners, and other employees, ensure that the confidentiality of clients and the agency is maintained, and that the duties within this position are flexible and may be adjusted according to community needs and priorities

Maintenance Assistant Worker

The responsibilities of the maintenance assistant worker are to perform general maintenance and custodial duties indoors and outdoors, perform repetitive manual labour daily, perform duties as per safety standards, operate various hand and power tools to complete tasks, complete tasks as per work schedule to meet deadlines and standards, demonstrate excellent conflict resolution skills when working with managers, community partners, and other employees, ensure that the confidentiality of clients and the agency is maintained, and that the duties within this position are flexible and may be adjusted according to community needs and priorities

Administrative Support

The duties and responsibilities of the administrative support worker are to assist with administrative support to staff, set up and maintain manual and computerized information filing systems, type and proofread correspondence, reports and other documents as required, maintain files and records; complete data entry, ensure that the confidentiality of clients and the agency is maintained, and that the duties within this position are flexible and may be adjusted according to community needs and priorities

Debajehmujig

The Debajehmujig Storytellers, also Debajehmujig Theatre Group is located within the township of Assiginack or Manitowaning. Debajehmujig offers a variety of events such as plays, festivals, comedy shows and traditional teachings. Debajehmujig is dedicated to the revitalization of Anishinaabek culture and heritage

Administrative Assistant

The Administrative Assistant will work directly with the Administration team of General Management, Education and Outreach, Finance, and Reception of Governance related responsibilities. This capacity's tasks will be executing the duties of administrative assistant in the maintenance of the policies, manuals, files, and documents. Assisting with the reception through greeting the public, being informed on gallery exhibition, summer mainstage theatre production, land-based activities, arts and music festival, and local accommodation recommendations. In addition, the governance items such as scanning documents, preparing for Board Meetings, and set up for staff meetings and events. The Administrative Assistant involves working independently through all administrative elements including reception, finance, management departments. It's essential for candidates to have strong on-the-job interest, interpersonal skills and experience and be familiar with Microsoft suite and office equipment. The Administrative Assistant should

demonstrate a good work ethic, excellent and proven problem-solving and communication skills and the ability to use time effectively in meeting deadlines and achieving goals as part of a team as well as independently

Box Office Coordinator

The Box Office Coordinator will work directly with the production team of Stage Management, Associate Artistic Director, and Finance, and Reception for coordinated responsibilities. This capacity's tasks will be executing the duties of Box Office in the maintenance of the mainstage theatre production. Assisting with reception through greeting the public, being informed on gallery exhibition, summer mainstage theatre production, land-based activities, arts and music festival, and local accommodation recommendations. In addition, production items such as complimentary passes, capacity, address accessibility concerns. The Box Office involves working independently through all elements including reception, finance, artistic departments. It's essential for candidates to have strong on-the-job interest, interpersonal skills and experience and be familiar with Microsoft suite and office equipment. The Box Office Coordinator should demonstrate a good work ethic, excellent and proven problem-solving and communication skills and the ability to use time effectively in meeting deadlines and achieving goals as part of a team as well as independently

Theatre Production Assistant

The Production Assistant/Carpenter will work directly with the Sustainable Program Facilitator Carpenter, the Artistic Director, Facility Plant Manager, and the Stage Management team for productions. This capacity's tasks will be executing the duties of production assistant in the construction of the sets for installation art and performance. Assisting with the sustainability program through gardening, machine maintenance, grounds keeping, and harvesting. In addition, the building maintenance such as custodial requirements, moving furniture, and set up for internal events. The Production Assistant involves working independently through no contact communication, with all production elements including sound, lighting, props and running crew duties. It's essential for candidates to have strong on-the-job interest, carpentry skills and experience, and be familiar with power tools and construction equipment. The Production Assistant should demonstrate a good work ethic, excellent and proven problem-solving and communication skills and the ability to use time effectively in meeting deadlines and achieving goals as part of a team as well as independently

Trading Store and Indigenous Market Coordinator

The Trading Store and Indigenous Market Coordinator will work directly with the Sustainable Program Facilitator, Finance, and Hospitality for coordination of a weekly market and Odawagamig. The coordinators' tasks will be executing the preparation of the weekly market such as marketing, postering, and recommendations for purchase or trade. Assisting with the sustainability program through gardening and networking for potential trading of goods and services. In addition, the Trading Store and Indigenous Market Coordinator will also ensure custodial requirements such as outdoor kitchen is clean and accessible for market persons, at times assisting with moving and setting tables, and set up for events. Additionally, the Trading Store and Indigenous Market Coordinator will assist with gallery exhibition references and potential sales of current exhibition artworks. The Trading Store and Indigenous Market Coordinator involves working independently, with all elements including governance, finance, sustainability, and performance departments. It's essential that candidates have strong interest, interpersonal skills and experience and be familiar with the local area and culture history. The Trade Store and Indigenous Market Coordinator should demonstrate a good work ethic, excellent and proven problem-solving and communication skills and the ability to use time effectively in meeting deadlines and achieving goals as part of a team as well as independently

Maintenance and Custodian Assistant

The Maintenance and Custodian Assistant will work directly with the Sustainable Program Facilitator, Carpenter, the Artistic Director, Facility Plant Manager, and the Stage Management team in the Head Office and the Creation Centre. This capacity's tasks will be executing the duties of maintenance and custodial work within the facilities. Assisting with the sustainability program through machine maintenance, grounds keeping, and harvesting. In addition, the building maintenance such as custodial requirements, moving furniture, and set up for activities, events, and exhibition. The Maintenance and Custodial Assistant also involves independently working. It's essential that candidates have a strong on-the-job interest, mechanical and carpentry skills and experience and be familiar with power tools and construction equipment. The maintenance and Custodian should demonstrate a good work ethic, excellent and proven problem-solving and communication skills and the ability to use time effectively in meeting deadlines and achieving goals as part of a team as well as independently

Storyteller Trail Guide

The Storyteller Trail Guide will work directly with the Knowledge Keeper, Sustainability Department Manager, and the General Manager. This capacity's tasks will be executing the duties of storytelling withing the Debendmong Properties, Debajehmujig Creation Centre,

assisting with the sustainability program through species identification, uses and benefits, Debajehmujig, and the Anishinaabe knowledge sharing and history. In addition, the Storyteller Trail Guide will be required to research on own such as tour of local museum in Assiginack Township, review local species at risk catalogues, and become familiar with seasonal species to share and educate while leading tours to public. The Storyteller Trail Guide also involves independently working. It's essential that candidates have a strong on-the-job interest and be able to work outdoors. The Storytellers Trail Guide should demonstrate a good work ethic, excellent and proven problem-solving and communication skills and the ability to use time effectively in meeting deadlines and achieving goals as part of a team as well as independently

Indigenous Market Support

The Indigenous Market Support will work directly with the Trading Store and Indigenous Market Coordinator for coordination of a weekly market and Odawagamig. The Indigenous Market Support tasks will be providing support with executing the preparation of the weekly market such as assisting with market, postering, and recommendations for purchases or trade. Assisting with the sustainability program through gardening and networking for potential trading of goods and services. In addition, the Indigenous Market Support will also aid in custodial requirements such as outdoor kitchen is clean, and accessible for market person, at times assisting with moving and setting tables, and set up for events. Additionally, the Indigenous Market Support will assist with Gallery exhibition references and potential sales of current exhibition artworks. It's essential that candidates have a strong on-the-job interest, interpersonal skills and experience and be familiar with local area and cultural history. The Indigenous Market Support should demonstrate a good work ethic, excellent and proven problem-solving and communication skills and the ability to use time effectively in meeting deadlines and achieving goals as part of a team as well as independently

Land Based and Food Sovereignty Worker

The Land Based and Food Sovereignty Worker will work directly with the Sustainability Facilitator at the Debajehmujig Gardens and Creation Centre in Manitowaning. This capacity's tasks will be to assist with preparing for the annual growing and harvest periods and seed saving. The successful candidate must also assist with maintenance of the gardens through watering, weeding, and preparing harvest, while also showcasing produce in season for samples during the Indigenous market weekly. It's essential that candidates demonstrate a good work ethic, excellent and proven problem-solving and communication skills and the ability to use time effectively in meeting deadlines and achieving goals as part of a team, as well as independently

Your Dollar Store with More (YDSWM)

Your Dollar Store with More is a franchised business. YDSWM is located behind the mini mall at the Chi-Noodin-Gamig, beside the dance/gym hall. The dollar store is set to provide a better service than any other dollar store by being less cluttered, well merchandised, brighter, cleaner, and more inviting to customers to shop. Your Dollar Store with More has been fine tuning their franchising systems to offer the most proven products and methods for operating successful dollar stores in today's changing marketplace

Customer Service Cashier

The general duties and responsibilities of the customer service cashier are to provide excellent customer service to all YDSWM customers by greeting customers warmly, assist customers with locating items in store, assist with bagging and loading of their merchandise, practice good business with precise money management skills, database control, and inventory control, ensure all product codes match tags, properly receive, handle and help manage inventory of merchandise as they arrive, maintain the image and brand of YDSWM franchise, ensuring the store is clean at all times, sweeping, mopping, dusting, windows, and outdoor cleanliness, work with minimal supervision, keep focused and busy, must be able to merchandise creativity, maintain excellent productivity levels by scanning merchandise quickly and accurately, and must be available to work days, evenings, and weekends

Wikwemikong Development Commission

The Wikwemikong Development Commission is located inside the mini mall area. There are a few businesses associated with WDC like, FirstTel, Tourism, Rainbow Ridge Golf Course, and Your Dollar Store with More. There are many services that WDC provides such as, business and financial assistance, homeownership investment fund, mobility assistance, skill enhancement, course purchases, targeted wage subsidy, self-employment assistance, and Waa-naang-izheyaanh program

Administrative Assistant

The administrative assistant duties and responsibilities are to greet clients and direct them to appropriate staff and programs, answer telephone inquiries and relay to appropriate and record messages, pick up, stamp and record incoming, & outgoing mail and faxes, create files, archive files and maintain file inventory list, assist with account payable during high

work periods, by prepare cheque requisitions by matching purchase order with invoice and verify account numbers, scheduling appointments, assist with logistics for meetings, assist personnel with photocopying, faxing, postage, etc. Assist with community surveys and the entering of data in survey monkey, assist with updating forms, policies and work instructions for quality assurance purposes, create or update existing data bases, perform other related duties as assigned and maintaining confidentiality

Maintenance

The maintenance position's duties and responsibilities are to use safe working practices and techniques, ready to work in all conditions, cut grass using lawnmower and weed eaters for all WDC properties, pick up garbage on all WDC properties, clean windows for all WDC properties, assist the manager with most duties and other duties as assigned by Lead Property Maintenance Worker

The Island Butcher

The island butcher shop is located within the new industrial park in Buzwah. The shop offers a variety of freshly cut meat from steaks, pork chops, to chicken fingers and turkeys. The island butcher also offers meat boxes/packages, custom order cuts, and meat orders.

Cashier

The role and duties of the cashier are to greet customers and discuss type, quality and quantity of merchandise, prepare merchandise for purchase, prepare sales, and accept cash, cheque, credit card or automatic debit payment, assist in display of merchandise maintain sales records for inventory control, may conduct sales transactions through Internet-based electronic commerce, and maintain counters, washing aprons and cloths, sweep floors, help with general cleaning at the end of every shift