



TEMAGAMI FIRST NATION

BEAR ISLAND
LAKE TEMAGAMI, ONTARIO P0H 1C0
TEL 1.888.737.9884 or 705.237.8943
tfn@temagamifirstnation.ca
www.temagamifirstnation.ca

SCHEDULE 'A' – JOB DESCRIPTION

JOB TITLE:	Summer Student (2 positions) Lands & Resources Student Guardian
PRIMARY FUNCTION:	This position will primarily provide support to the Guardians program and will also provide assistance to Lands & Resources Department staff through supporting various projects. The Technician must also work well with others in a team environment as well as independently.
REPORTING RELATIONSHIP:	This position will be supervised by the Guardians Supervisor, on-site and weekly.
STATUS:	Full-time, on-site 35-hours weekly
SALARY:	
TERM OF EMPLOYMENT:	Summer student position
EFFECTIVE DATE:	
INCUMBENT:	

JOB DUTIES

- Primarily provide support to the Guardians program
- Conduct field data collection and inspections, ground truthing as well as species inventories for implementation of Lands projects
- Assist with water quality testing
- Collect and input data
- General office tasks including organizing
- Provide additional support to other Lands and Resources staff as time allows
- Respect and actively listen to community Elders and other community members through various modes of communication
- Interact with multiple teams on a variety of projects/tasks
- Attend site visits and field visits
- Maintain confidentiality and conduct oneself in a professional manner
- Become familiar with Lands and Resources office operations and procedures through the use of computers, filing system and daily activities
- Attend meetings/events when hosted by the Department
- Develop skills in GPS and Geographic Information Systems (GIS)
- Other duties as assigned



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QUALIFICATIONS

- Proficient computer skills using Word, Outlook, Excel, PowerPoint
- Excellent written and oral communication skills
- Excellent organizational skills
- Ability to work on several projects simultaneously
- Independent worker
- Able to work well with others in a team environment as well as independently
- Self-motivated, reliable, dependable, organized and a positive attitude
- Current First Aid & C.P.R. (or willing to obtain)
- Pleasure Craft License considered *an asset*
- Valid Class 'G' Driver's License considered *an asset*