

# KAPAWE'NO FIRST NATION

P.O. Box 10, Grouard, Alberta T0G 1C0

Telephone (780) 751-3800  
Fax (780) 751-3864

## SUMMER YOUTH PROGRAM COORDINATOR

**Duration:** 8 weeks (Full-Time)

**Wage:** \$20.00/hour

**Commencement Date:** July 6, 2026

**End Date:** August 28, 2026

### Eligible participants are:

- Kapawe'no First Nation secondary and post-secondary students aged 18 to 30
- ordinarily resident on-reserve
- registered as full-time students during the preceding academic year and who intend to return to school on a full-time basis in the next academic year.

### Position Summary:

- Coordinate, supervise and monitor all summer employment activities under the Kapawe'no First Nation Youth Employment Strategy (KFNYES).
- Provide mentorship, organize workshops, liaise with employers and Elders, and ensure a culturally grounded experience for all participants.
- Facilitate regular check-ins and conflict resolution to promote a positive work environment.
- Organize and oversee skills development workshops and networking opportunities.

### Qualifications:

- Post-secondary education or relevant experience
- Excellent leadership and communication skills
- Knowledge of Kapawe'no First Nation culture and Cree language is an asset
- Possession of a valid driver's license
- Possession of a valid First Aid Training Certificate
- Submission of a Criminal Record Check and Child Intervention Check

**Application Deadline:** June 24, 2026

**Contact:** Kapawe'no First Nation Education Department

**Phone:** 780-751-3800

**Email:** [education.director@kapaweno.ca](mailto:education.director@kapaweno.ca)

**Location:** Kapawe'no First Nation Band Office, Grouard, Alberta

### NOTE:

- ☐ Applicants are required to submit a resume. Resume writing assistance is available at the Kapawe'no First Nation Wellness Centre.
- *Please note that only successful applicants will be called for an interview.*

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## ADMINISTRATIVE ASSISTANT – SUMMER STUDENT (2 POSITIONS)

**Duration:** 6 weeks (Full-Time)

**Wage:** \$18.00/hour

**Commencement Date:** July 6, 2026

**End Date:** August 14, 2026

**Eligible participants are:**

- Kapawe'no First Nation secondary and post-secondary students aged 15 to 30
- ordinarily resident on-reserve
- registered as a full-time student during the preceding academic year and who intends to return to school on a full-time basis in the next academic year.

**Position Summary:**

- Support community offices through administrative duties, including data entry, filing, reception, and program support.
- Participate in professional development and Elder mentorship sessions.

**Qualifications:**

- Secondary or post-secondary student
- Basic computer and office skills
- Responsible, punctual, and community-oriented
- Possession of a valid First Aid Training Certificate
- Submission of a Criminal Record Check
- Possession of a valid driver's license is an asset

**Application Deadline:** June 26, 2026

**Contact:** Kapawe'no First Nation Education Department

**Phone:** 780-751-3800

**Email:** education.director@kapaweno.ca

**Location:** Kapawe'no First Nation Band Office, Grouard, Alberta

**NOTE:**

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## PUBLIC WORKS LABOURER – SUMMER STUDENT (2 POSITIONS)

**Duration:** 6 weeks (Full-Time)

**Wage:** \$18.00/hour

**Commencement Date:** July 6, 2026

**End Date:** August 14, 2026

### Eligible participants are:

- Kapawe'no First Nation secondary and post-secondary students aged 15 to 30
- ordinarily resident on-reserve
- registered as full-time students during the preceding academic year and who intend to return to school on a full-time basis in the next academic year.

### Position Summary:

Assist with groundskeeping, trail maintenance, and community beautification projects. Set up wilderness pathways and assist with building an archery course. Gain knowledge in landscaping, maintenance, and environmental stewardship.

### Qualifications:

- Physically fit and comfortable with outdoor work
- Interest in trades or environmental stewardship
- Possession of a valid First Aid Training Certificate.
- Submission of a Criminal Record Check
- Possession of a valid driver's license is an asset

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**Location:** Kapawe'no First Nation Band Office, Grouard, Alberta

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## SUMMER CAMP LEADERS (4 POSITIONS)

Telephone (780) 751-3800  
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**Duration:** 6 weeks (Full-Time)

**Wage:** \$18.00/hour

**Commencement Date:** July 6, 2026

**End Date:** August 14, 2026

### Eligible participants are:

- Kapawe'no First Nation secondary and post-secondary students aged 15 to 30
- ordinarily resident on-reserve
- registered as full-time students during the preceding academic year and who intend to return to school on a full-time basis in the next academic year.

### Position Summary:

- Plan, organize, and supervise educational, recreational, and cultural activities for children.
- Deliver a fun and safe program incorporating Cree teachings, traditional land-based learning, and community building.
- Collaborate with Elders and community members to design a camp that reflects the Nation's unique cultural heritage and traditions.

### Qualifications:

- Enjoys working with children
- Enjoys outdoor experiences that strengthen connection to the land
- Demonstrates leadership and cultural curiosity
- Open to mentorship and team collaboration
- Possession of a valid First Aid Training Certificate.
- Submission of a Criminal Record Check and Child Intervention Check
- Possession of a valid driver's license is an asset

**Application Deadline:** June 26, 2026

**Contact:** Kapawe'no First Nation Education Department

**Phone:** 780-751-3800

**Email:** [education.director@kapaweno.ca](mailto:education.director@kapaweno.ca)

**Location:** Kapawe'no First Nation Band Office, Grouard, Alberta

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## MENTORED WORK PLACEMENT INTERN (6 POSITIONS)

**Duration:** 6 weeks (Full-Time)

**Wage:** \$18.00/hour

**Commencement Date:** July 6, 2026

**End Date:** August 14, 2026

### Eligible participants are:

- Kapawe'no First Nations youth ordinarily resident on-reserve, aged 15 to 30.
- Mentored work placements are for youth who are not in school, unemployed, or underemployed.

### Position Summary:

- Gain real-world experience in a field of interest through structured internships.
- Participate in career-readiness training and cultural integration sessions.
- Learn directly from mentors and community professionals.

### Qualifications:

- Interest in gaining experience in a specific career
- Willing to participate in safety training and mentorship
- Possession of a valid First Aid Training Certificate.
- Submission of a Criminal Record Check and Child Intervention Check
- Possession of a valid driver's license is an asset

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