

# Summer Work Experience Program

2021

## General Information and Expectations

This year for the Summer Work Experience Program (previously referred to as the Summer Challenge), we have several projects for the youth to engage in. Some of the projects may look like a work placement targeted in one area such as Lovell Cove, Sasuchan Development Corp, Tech Training, and Fire Safety.

To provide work opportunities and adequate summer breaks we have divided the SWEP program into two PODS. Each pod will be working two-week rotations:

Pod 1 & Pod 2	
POD 1	July 5, 2021 – July 16, 2021
POD 2	July 19, 2021 – July 30, 2021
POD 1	Aug 2, 2021 – Aug 13, 2021
POD 2	Aug 16, 2021 – Aug 27, 2021

If you are in one of the PODS, you will work whenever that POD number shows on the calendar (essentially 2 weeks on, 2 weeks off). There will be an orientation meeting for each of the PODS on safety and what projects are to follow. **Please meet outside the Potlatch House for your first day orientation and for an emergency meeting place.** Wage: \$15.20 Hour

### Eligibility:

Youth must have turned 15 years old by July 5, 2021

### Applicants:

To apply please submit the following:

- **Letter of interest: two paragraphs of why you would like to be considered for SWEP and what area of work interests you**
- **resume**

to Human Resources for the attention of Shannon West at [hr@taklafn.ca](mailto:hr@taklafn.ca). Once your letter of interest and resume are received, a hiring package will be sent to you. Please Note: a **Social Insurance Number (SIN)** is required prior to participation, please submit in the hiring package.

**Deadline for application: June 11, 2021**

## Expectations

We want to ensure a safe and fair experience for all participants of SWEP. To do that we have set out very clear expectations and guidelines:

### Attire

All participants must arrive in appropriate attire: T-shirts, long shorts or pants, closed toe shoes, baseball cap. We may be handling tools, with woodchips and sawdust particles, less clothing may increase the chances of injury. Safety gear, such as safety goggles, high-vis vests, and gloves will be provided.

### Allergies

We may be outside for the SWEP activities, anyone with allergies to bees, pollen, dust, etc. will be more vulnerable. We will have a first aid kit, however, please let the SWEP Coordinators know if you have any allergies, so we can prepare an emergency plan.

### Refreshments

We will have available water for participants. Please always bring a water bottle to fill and have with you.

### Sunblock and Bug Spray

Please bring sunblock and bug spray, to protect yourself from UV rays and mosquitoes.

### Work Times

The supervisor will determine time of the 7 - hour shift, there will be a 15-minute break at and a **1- hour** lunch.

### SICK DAYS

Please note: participants are required to call their supervisor prior to the shift if and when sick. If a participant does not call in it, it will be considered an unnotified absence.

LATE	If you are late, the time will be docked from your timesheet.
MAKING UP TIME	As this is a professional work experience opportunity, the time provided for the work opportunity (Monday - Friday) are the only times the program will run. Therefore, there will be no opportunities to make up missed time.
BANKING TIME	As this program is stretched beyond capacity from our financial partners, there will be no opportunities to bank time.

#### INAPPROPRIATE ATTIRE

If a youth arrives in inappropriate attire for example a tank top, muscle shirt, short shorts, flip flops -- they will be sent home to retrieve appropriate attire. If the individual cannot find some (or borrow) they are welcome to stay home (unpaid). **We need to ensure safety first.**

#### TRADITIONAL WORK

As we cannot supervise the work that occurs when conducting traditional work, we will not be including traditional work (hunting, gathering, scraping a moose hide, etc) within the scope of SWEP.