

Employment

St. Regis Mohawk Tribe Receptionist/Activities Coordinator

LOCATION: Seniors Center - St. Regis Mohawk Tribe
SALARY: \$6.15 per hour
HOURS: Full-time 40 hrs per week

Reporting to the Director, Office for Aging, the Receptionist/Activities Coordinator is responsible for greeting and registering all participants for the Congregate Meals Program. Receives and logs all incoming phone calls. This position is responsible for coordinating and monitoring of monthly activity calendar providing participants with one day per week under Elders Day Program.

ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Receive, log and forward all incoming calls.
- Receive, greet and register all participants for meals program.
- Performs clerical functions such as filing reports and records, preparation of staff time sheets and leave records. Collects and distributes mail and messages.
- Develop a monthly activities calendar based upon participants needs, interests and capabilities, and monitor activities to ensure safety of participants. Maintain a log regarding

attendance and behavior.
— Supervise volunteers at Center and assists with daily meal. Provides transportation of participants needing assistance. Assist with basic personal care of participants as needed.

— Assist in planning, organizing and follow-up of special events.
— Attendance at workshops. Other duties may be assigned.

QUALIFICATIONS:

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Experience with Word Perfect and computers.

The deadline for applications is **April 10, 1996**. Applications/Resumes are to be submitted to the attention of Darlene Sunday, Director, Office for Aging, St. Regis Mohawk Tribe, RR 1, Box 8A, Hogsburg, NY 13655.

The St. Regis Mohawk Tribe is an equal opportunity employer and does not discriminate based on age, sex, nation origin or handicapped status.

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STOPPING SOLVENT ABUSE... ON-LINE! MULTIMEDIA TRAINING TO PREVENT SNIFFING LAUNCHED ON AYN

Aboriginal Youth Network, Canada's first World Wide Web site from First Nations, Metis and Inuit youth, will launch a powerful new on-line service dealing with youth and solvent abuse on March 31, 1996. This new AYN site addition features real-time audio clips, original graphic and artwork, the sponsorship of Canadian actor Adam Beach, and "Wayne", a cool young First Nations host who happens to be...a cartoon.

"Sniffing is a problem that many Aboriginal communities have been struggling with for years," says Tania Koenig, AYN Site Administrator. "We thought there would be lots of resources on the Web dealing with it...but there wasn't. So we created one." The site provides an interactive, frank look at the reasons why teens sniff, the consequences of solvent abuse, and tips for helping out friends who sniff. Instead of preaching, the site invites Aboriginal youth to post their own thoughts on why kids sniff, and how they can be helped.

"We want the on-line training to educate, but we want it to be fun as well," say Koenig. "We worked with a group of Aboriginal young people on the script and layout, and they made sure we didn't get preachy. It's a serious topic...but this is still one of the most original Web sites I've seen!"

One of Canada's best known Aboriginal actors, Adam Beach (Squanto, Dance Me Outside) has offered to lend his name to the

site, and will be contributing an original audio message to Aboriginal youth. He says, "When I learned of this project, I thought 'Hey, this is really cool,' and so I got involved with it. Young people have got to check this out!"

The site features a quiz, access to videos and comic books, links to other web-sites, and an impressive range of prizes and giveaways, including software packages donated by Microsoft. But the star of the site is Wayne, who hosts the module from the fictitious "Spirit Lake" reserve. A rez-cool cartoon character, Wayne is both a guitar player and a traditional drummer with a passion for computers.

The Solvent Abuse module is the latest addition to AYN, which since the spring of 1995 has been providing First Nations, Metis and Inuit youth with access to Internet, and establishing linkages and networks between them through e-mail, a chat-line, home pages, and a wide range of web services. "We're trying to create a place on Web that all Aboriginal Youth will feel is theirs," explains Tania Koenig, who is herself of Cree ancestry. "And of course we welcome everybody. We've had people dropping in from all around the world to check out AYN." The AYN site can be reached by anyone with Internet access, at <http://www.ayn.ca/>. The Aboriginal Youth Net is operated by Microworks of Ottawa, with funding from Health Canada.

Akwesasne Area Management Board Summer Student Coordinator

DUTIES

Reporting to the Manager of the Akwesasne Area Management Board, the incumbent will coordinate all activity for the Akwesasne Area Management Board summer program including:

- Marketing the summer program to Akwesasne
- Receive both Sponsor and student applications
- Set up interview committees for Sponsor selection.
- Assist students in obtaining emergency Social Insurance Number
- Liaise with the Canada Employment Center for Students.
- Assist the approved sponsors in the selection of students.
- Coordinate summer jobs for non-approved sponsors and non-approved students.
- Maintain all files.
- Assist in the evaluation of both sponsors and students at the end of the summer.

QUALIFICATIONS

- Must be in College/University

ABILITIES

- Good written communication
- Ability to speak before groups
- Work and identify with students
- Organize activities
- Able to work on a team

DURATION

April 29, 1996 to August 30, 1996

SALARY

\$380/week

Forward or drop off cover letter and resume before April 12, 1996 to
Summer Employment Coordinator
c/o Gilbert Terrance, Manager
Akwesasne Area Management Board
PO Box 965, Cornwall, Ontario K6H 5V1