

Agriculture Occupations

(395) CANADA SAFEWAY LTD. #78 - FLORAL DEPT. - Floral Dept. Assistant

Duties: Tuesday to Saturday only. Assist in arranging and cutting flowers, watering and feeding plants, taking orders by phone and by counter sales, and daily clean up. Other duties may be assigned as needed. **Dress:** Black pants, white shirt. Black shoes or runners.

(503) FOUR SEASONS FLOWERS - - Retail Clerk

Duties: Assist in arranging and cutting flowers, watering and feeding plants, taking orders by phone and by counter sales, and daily clean up. Other duties may be assigned as needed. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Animal Care Occupations

(153) LEANNE'S PET SHOP - - Animal Store Clerk

Duties: Feed and clean animals; face stock and replenish; assist customers; and clean store. May be assigned other duties as needed. **Dress:** Casual clothing o.k. - jeans, etc.

(198) PACIFIC COAST VETERINARY HOSPITAL - - Veterinarian or Animal Health Technician MORNING ONLY

Duties: Admitting patient animals. Liase with clients. Assist vet and technician in procedures. Feed animals. Medicate, wash, walk animals. Clean kennels, runs, and other areas. Garbage pickup, laundry, wash animal dishes. **Dress:** Work clothes (jeans, etc.)

(251) SPCA - PRINCE RUPERT BRANCH - - Animal Shelter Worker MORNING ONLY

Duties: Clean cat cages & dog kennels, feed animals, clean floors, dusting, laundry - blankets, towels; clean dogs - bathing, brushing. Clerical and other clean up duties as may be assigned. **Dress:** Work clothes (jeans, etc.) Raingear and rubber boots supplied.

Broadcasting Occupations

(44) CBC RADIO 1 - - Production Assistant MORNING ONLY

Duties: Assist associate producer in production of morning show. This may involve clerical duties and production tasks. **Dress:** Casual clothing o.k. - jeans, etc.

Building Maintenance Trade

(665) HIGHLINER PLAZA HOTEL & CONFERENCE CENTER - BUILDING MAINTENANCE - Maintenance Worker MORNING ONLY 10:30 - 12 AND AFTERNOONS

Duties: Maintain hotel facilities - students may be exposed to a variety of trades: carpentry, plumbing, hvac, and electrical in carrying a variety of repair tasks. **Dress:** Work clothes (jeans, etc.)

(668) MACRO PROPERTIES - MAINTENANCE - Maintenance Worker

Duties: Maintain property facilities - students may be exposed to a variety of trades: carpentry, plumbing, hvac, and electrical in carrying a variety of repair tasks. Other duties may also be assigned. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

Business Services

(219) PRINCE RUPERT PORT AUTHORITY - MARKETING & BUSINESS DEVELOPMENT - Marketing Rep.

Duties: Weekly marketing meeting. Handle mail, develop proposals, deal with statistics, research status of items, trade show financing, development of Seafest Week idea, clerical duties, assemble brochures, desktop publishing, advertising. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(249) RUPERT MARINE SHIPPING - - Marine Shipping Agent

Duties: Visit freighters at anchor - Prince Rupert and Stewart. Canada Custom duties, meet freighters at dock, representative for cruise ships. Office work - typing, form completion, documents. Deliver documents. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(653) PRINCE RUPERT PORT AUTHORITY - ACCOUNTING & OFFICE ADMINISTRATION - Clerical Assistant

Duties: Assist clerical personnel in various tasks: filing, data entry, answering phones, faxing and photocopying, typing letters & reports, and other clerical duties as may assigned. Should have experience with computers and word processing programs. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Clerical General

(102) FISHERIES & OCEANS CANADA NORTH COAST - ADMINISTRATION - Administrative Assistant

Duties: General introduction to department structure and district covered. Learn basics of computerized budget system. Assist with filing systems; manage mail; learn petty cash procedures; management of supplies; operate various office equipment and be exposed to various software programs: Wordperfect, Excel, Access, and Teamlinks.
Dress: Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(168) METLAKATLA BAND COUNCIL - OFFICE - Clerk

Duties: Receptionist duties: answering phones, general inquiries; Clerk/Typist duties: filing, typing, computer work, office machines operation. Secretarial duties: taking minutes of meetings, and other general tasks as assigned. Job shadows will involve observation of the three positions in the Band Office. **Dress:** Casual clothing o.k. - jeans, etc.

(23) CANADIAN FISHING COMPANY - PAYROLL - Junior Accounting Clerk

Duties: Students may be able to do data entry and clerical duties. This position will be deal with confidential information. **Dress:** Casual clothing o.k. - jeans, etc.

(299) TRICORP - - Office Clerk

Duties: Receptionist and general clerical duties: answering phones, typing, filing, operating computer, serving clients. Working under the supervision of clerical staff, other duties may also be assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(393) HECATE STRAIT EMPLOYMENT DEVELOPMENT SOCIETY - - Clerical Assistant

Duties: Assist office and instructors in variety of duties: receptionist duties -- phones, greeting clients, monitor front; clerical -- filing, typing, record keeping and data entry; operate office machinery. Other duties may be assigned as needed. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(434) THE EDGE YOUTH EMPLOYMENT CENTRE - - Receptionist

Duties: Answer phones and greet daily clientele. Operate various office equipment: photocopier, fax machine, computer. Duties may include filing, assisting clients in doing resumes, handling mail, doing various errands as directed. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(499) CAREER RESOURCE CENTER - - Administrative Assistant

Duties: Receptionist duties: answering phones, general inquiries. Clerk/Typist duties: filing, typing, computer work, office machines operation. Other general tasks as assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(518) GITMAXMAK'AY NISGA'A SOCIETY - - Receptionist

Duties: Answer phones and greet daily clientele at counter. Operate various office equipment: photocopier, fax machine, adding machines, and postage meter. May be assigned other duties as required. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(624) MAHER TERMINALS - OFFICE - Clerical Assistant

Duties: Assist clerical personnel in various tasks: filing, data entry, answering phones, faxing and photocopying, typing letters & reports, and other clerical duties as may assigned. Should have experience with computers and word processing programs. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(644) PROGRESSIVE STEEL - OFFICE - Office Assistant

Duties: Receptionist duties: answering phones, general inquiries; Clerk/Typist duties: filing, typing, computer work, office machines operation. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(667) MACRO PROPERTIES - OFFICE - Office Worker

Duties: Students may perform a variety of duties related to property management: taking messages, filing, completing forms, operating various business machines (computer, debit, fax, etc.) as well as other tasks as may be assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Computer & Info. Systems Professionals/Technicians

(459) PRINCE RUPERT LIBRARY - INTERNET - Internet Technician

Duties: Assist Assistant Librarian in charge of Internet room in maintaining equipment, network and internet. Network and internet experience would be an asset. Some clerical and custodial duties may be assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(486) CITY OF PRINCE RUPERT - INFORMATION SERVICES - Computer Technician

Duties: Assist on site computer technician in performance of duties: maintaining and developing city website; computer repair and maintenance; network maintenance; and other duties as may be assigned. An interview is required to access this placement. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(508) DATABOY COMPUTER SERVICES - - Computer Technician

Duties: Assist Technician(s) in performance of duties: maintaining computer hardware and software; troubleshooting computer problems; installing software; and providing service when needed and requested. Assisting in satellite installations. Clerical and clean up duties may also be assigned. **Dress:** Casual clothing o.k. - jeans, etc.

(638) GOOD TIMES GAMES & ELECTRONICS - - Computer Sales and Service Person AFTERNOON ONLY

Duties: Assist Technician(s) in performance of duties: maintaining computer hardware and software; troubleshooting computer problems; installing software; and providing service when needed and requested. This placement will also involve customer service for retail products and games. Other duties may be assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Construction Trades

(122) J & J CONSTRUCTION - - Carpenter EITHER FULL MORNING OR FULL AFTERNOON.

Duties: Installation of counter tops, doors; bend and tie rebar, build batter boards, build cabinets, stain cabinets, cut and build forms, do interior renovations - baseboards, cleanup, doors. Install storm doors. **Dress:** Work clothes, and safety toed boots required.

(369) DISTRICT #52 MAINTENANCE - CARPENTRY - Carpenter EITHER FULL MORNING OR FULL AFTERNOON.

Duties: Assist carpenters in variety of tasks related to the maintenance and repair of district schools and buildings. Tasks: framing, drywall, joinery, etc. Afternoon placement begins at 12:30. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(370) DISTRICT #52 MAINTENANCE - PAINT - Painter EITHER FULL MORNING OR FULL AFTERNOON.

Duties: Assist painters in variety of tasks related to the maintenance and upkeep of district schools and buildings. Tasks: painting preparation, drywalling, painting, etc. Afternoon placement begins at 12:30. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(511) DWAYNE DAVEY DRYWALL - - Drywaller

Duties: Assist journeyman drywaller in various construction tasks: drywall, construction renovations, cement work, etc. **Dress:** Work clothes, safety toed boots required, other safety equipment will be supplied.

(6) ALL-WEST GLASS - - Glazier

Duties: Assist glaziers in installation of glass for buildings, homes, and vehicles. **Dress:** Safety Toed Boots or Rubbers required

(89) EBY & SONS CONSTRUCTION LTD. - - Labourer EITHER FULL MORNING OR FULL AFTERNOON.

Duties: Roofing - labourer, hauling materials, loading trucks, cleanup, patch jobs. Carpenter- assist carpenter in window repair, finishing, replacements. Glass - help with cutting and moving in shop. Installing boat windows. Clean up. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

Education Clerical & Service

(552) CONRAD ELEMENTARY SCHOOL - MAIN OFFICE - School Office Secretary

Duties: General clerical duties may be assigned: answering phones and operating fax, reception duties at front counter, typing, data entry, stock and inventory duties, and updating text book inventory. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Education Elementary

(137) LAX K'XEEN ELEMENTARY SCHOOL - PRIMARY DIVISIONS - Elementary Teacher - Primary

Duties: Working under direction of classroom teachers which will include the following: supervision of small group activities, one-to-one assistance with specific students, reading to class, marking and evaluation of simple activities, observation notes on specific students, supervision of large group activities, and listening to students read. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(138) LAX K'XEEN ELEMENTARY SCHOOL - INTERMEDIATE DIVISIONS - Elementary Teacher - Intermediate

Duties: Working under direction of classroom teachers which will include the following: supervision of small group activities, one-to-one assistance with specific students, reading to class, marking and evaluation of simple activities, observation notes on specific students, supervision of large group activities, and listening to students read. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(203) PINERIDGE ELEMENTARY SCHOOL - PHYSICAL EDUCATION - Elementary Teacher - P. E. Specialist

Duties: Assist teacher in Physical Education classes by providing one on one and small group coaching. Also monitor large group activities under direct supervision of teacher. Help setup and clean up equipment. Assist in coaching extra-curricular activities. Some time in classroom may also be available if desired. **Dress:** Sweat pants and t shirts with appropriate labelling.

(204) PINERIDGE ELEMENTARY SCHOOL - PRIMARY DIVISIONS - Elementary Teacher - Primary

Duties: Working under direction of classroom teachers which will include the following: supervision of small group activities, one-to-one assistance with specific students, reading to class, marking and evaluation of simple activities, observation notes on specific students, supervision of large group activities, and listening to students read. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(205) PINERIDGE ELEMENTARY SCHOOL - INTERMEDIATE DIVISIONS - Elementary Teacher - Intermediate

Duties: Working under direction of classroom teachers which will include the following: supervision of small group activities, one-to-one assistance with specific students, reading to class, marking and evaluation of simple activities, observation notes on specific students, supervision of large group activities, and listening to students read. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(206) PINERIDGE ELEMENTARY SCHOOL - SCHOOL LIBRARY - School Librarian

Duties: Assist Librarian and other teacher assistants in various duties as assigned: carding books, shelving and receiving books. Assist students in subject and theme searches. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(207) PORT EDWARD ELEMENTARY SCHOOL - PRIMARY DIVISIONS - Elementary Teacher - Primary

Duties: Greet children. Assist moving children in class and within school. Assist children in answer questions, gym activities, math, language/reading, and recess. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(245) ROOSEVELT PARK COMMUNITY SCHOOL - LIBRARY - Teacher Librarian

Duties: Assist Librarian and other teacher assistants in various duties as assigned: carding books, shelving and receiving books. Assist students in subject and theme searches. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(246) ROOSEVELT PARK COMMUNITY SCHOOL -
PRIMARY DIVISIONS - Elementary Teacher - Primary**

Duties: Working under direction of classroom teachers which will include the following: supervision of small group activities, one-to-one assistance with specific students, reading to class, marking and evaluation of simple activities, observation notes on specific students, supervision of large group activities, and listening to students read. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(254) DISTRICT #52 EDUCATIONAL SERVICES -
ELEMENTARY BAND PROGRAM - Elementary Band
Teacher**

Duties: Assist Band Teacher in performance of duties as he travels to each elementary school within the city. Some evening work may also be available during Christmas concert season (Nov. - Dec.) **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(342) CONRAD ELEMENTARY SCHOOL - LIBRARY -
Library Clerk**

Duties: Assist library staff in various duties: shelving books, sorting and ordering to system, assisting students and other duties that may be assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(344) ROOSEVELT PARK COMMUNITY SCHOOL -
INTERMEDIATE DIVISIONS - Elementary Teacher -
Intermediate**

Duties: Working under direction of classroom teachers which will include the following: supervision of small group activities, one-to-one assistance with specific students, teaching lessons to class, marking and evaluation of simple activities, observation notes on specific students, supervision of large group activities, and other duties as may assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(373) LAX K'XEEN ELEMENTARY SCHOOL - LIBRARY
- Teacher Librarian**

Duties: Assist Librarian and other teacher assistants in various duties as assigned: carding books, shelving and receiving books. Assist students in subject and theme searches. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(471) ANNUNCIATION SCHOOL - INTERMEDIATE
DIVISIONS - Elementary Teacher**

Duties: Assist teacher: materials, clerical, marking, room organize, lesson prep. Assist students: enter/leave room, supervision of breaks, read/listen to students, assist with centres. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(67) CONRAD ELEMENTARY SCHOOL - PRIMARY
DIVISIONS - Elementary Teacher - Primary**

Duties: Working under direction of classroom teachers which will include the following: supervision of small group activities, one-to-one assistance with specific students, reading to class, marking and evaluation of simple activities, observation notes on specific students, supervision of large group activities, and listening to students read. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(68) CONRAD ELEMENTARY SCHOOL -
INTERMEDIATE DIVISION - Elementary Teacher -
Intermediate**

Duties: Working under direction of classroom teachers which will include the following: supervision of small group activities, one-to-one assistance with specific students, reading to class, marking and evaluation of simple activities, observation notes on specific students, supervision of large group activities, and listening to students read. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(7) ANNUNCIATION SCHOOL - PRIMARY DIVISIONS -
Elementary Teacher**

Duties: Assist teacher: materials, clerical, marking, room organize, lesson prep. Assist students: enter/leave room, supervision of breaks, read/listen to students, assist with centres. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(8) ANNUNCIATION SCHOOL - PHYSICAL EDUCATION
- Elementary Phys Ed Teacher MORNING ONLY**

Duties: Assist teacher with physical education instruction. Classes will vary with time of day placement. Assistance with intramural and extra-curricular activities is also part of placement. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Education Pre School

(108) FRIENDSHIP HOUSE NURSERY SCHOOL - - Daycare Worker Assistant

Duties: Assist children in various activities, make paints, cleanup. Spend time conversing with children. Prep and cleanup snacks. General cleanup. **Dress:** Casual clothing o.k. - jeans, etc.

(383) PRINCE RUPERT ABORIGINAL HEADSTART PROGRAM - - Daycare Worker NOT AVAILABLE FOR PERIOD 2 STUDENTS.

Duties: Preparation help for day's activities, prep and cleanup snack, participate with children in day's activities, help children in washroom and coat room. Help staff with cleanup. Supervise playground and other programs. Make paste, paintbase, play dough and have ready for activity. Fill and empty water tubs, play sinks. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(502) WESTVIEW CHILD CARE CENTRE - - Daycare Worker

Duties: Preparation help for day's activities, prep and cleanup snack, participate with children in day's activities, help children in washroom and coat room. Help staff with cleanup. Supervise playground and other programs. Make paste, paintbase, play dough and have ready for activity. Fill and empty water tubs, play sinks. **Dress:** Casual clothing o.k. - jeans, etc.

(531) METLAKATLA ABORIGINAL HEADSTART PROGRAM - - Daycare Worker

Duties: Preparation help for day's activities, prep and cleanup snack, participate with children in day's activities, help children in washroom and coat room. Help staff with cleanup. Supervise playground and other programs. Make paste, paintbase, play dough and have ready for activity. Fill and empty water tubs, play sinks. **Dress:** Casual clothing o.k. - jeans, etc.

(558) KIDS DAYCARE - - Daycare Worker

Duties: Assist children in various activities, make paints, cleanup. Spend time conversing with children. Prep and cleanup snacks. General cleanup. **Dress:** Casual clothing o.k. - jeans, etc. Female students dress conservatively - no skin showing or low cut tops.

(592) EAGLE NEST CHILDCARE - - Daycare Worker

Duties: Duties may include: feeding children, and changing diapers; play, sing and dance with children; supervise some field trips; assist with learning activities. Clean up duties will also be part of placement. **Dress:** Casual clothing o.k. - jeans, etc.

(78) DISCOVERY CHILDCARE CENTRE - - Daycare worker

Duties: May assist with either infants and/or with toddlers. Duties may include: feeding children, and changing diapers; play, sing and dance with children; supervise some field trips; assist with learning activities. Clean up duties will also be part of placement. **Dress:** Casual clothing o.k. - jeans, etc.

(97) FELLOWSHIP BAPTIST PRE-SCHOOL - - Early Childhood Educator NOT AVAILABLE FOR PERIOD 2 STUDENTS.

Duties: Preparation help for day's activities, prep and cleanup snack, participate with children in day's activities, help children in washroom and coat room. Help staff with cleanup. Supervise playground and other programs. Make paste, paintbase, play dough and have ready for activity. Fill and empty water tubs, play sinks. **Dress:** Neat comfortable clothing. Low heeled shoes, be prepared for inclement weather as outside supervision is required. No midriffs showing.

Education Secondary

(488) PRINCE RUPERT MIDDLE SCHOOL - PHYSICAL EDUCATION - Jr. Secondary PE Teacher

Duties: Assist teacher in deliver of school program and assigned classes. May be assigned to instruct small groups or individuals in various sports and recreation activities. Student may may also be able to assist in extra curricular during his/her placement. **Dress:** Gym strip: shoes, t-shirt, jogging pants, etc. Dress for outside as well.

(512) PRINCE RUPERT MIDDLE SCHOOL - TEACHING - Jr. Secondary Teacher

Duties: Assist teacher in deliver of school program and assigned classes. May be assigned to instruct small groups or individuals related to course curriculum. **Dress:** Gym strip: shoes, t-shirt, jogging pants, etc. Dress for outside as well.

Education Specialist

(255) DISTRICT #52 EDUCATIONAL SERVICES - SPEECH LANGUAGE THERAPY - Speech Therapist

Duties: Observe and participate in speech language therapy sessions at different schools. Clerical tasks related to position may also be assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(462) DISTRICT #52 EDUCATIONAL SERVICES - HEARING RESOURCES - Teacher of Deaf and Hard of Hearing

Duties: Assist teachers of deaf and hard of hearing in program delivery: teaching in class, testing, record keeping, therapy sessions, etc. Student may be assigned to work at Conrad School in Hearing Resources room and may assist Itinerant teacher in various school visitations. Knowledge of signing would be a very valuable asset for this placement - but not necessary. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(514) DISTRICT #52 EDUCATIONAL SERVICES - OCCUPATIONAL THERAPY - Occupational Therapist

Duties: Observe and assist occupational therapist sessions at different schools. Clerical tasks related to position may also be assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Electrical Trades

(288) THE ELECTRICIAN - - Electrician 8:30 OR 12:30 START ONLY

Duties: Assist journeyman electrician in wiring and other facets of electrical work. **Dress:** Safety Toed Boots or Rubbers required

(372) DISTRICT #52 MAINTENANCE - ELECTRICIAN - Electrician EITHER FULL MORNING OR FULL AFTERNOON.

Duties: Assist electricians in variety of tasks related to the maintenance and repair of the district schools' and buildings' electrical systems. Tasks: repair and maintenance of electrical systems, pulling wire, replacing fittings, lights, etc. Afternoon placement begins at 12:30. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(487) RIDLEY TERMINALS INC. - ELECTRICAL - Electrician

Duties: Assist electricians in variety of tasks related to the maintenance and repair of the Terminal's electrical systems. Tasks: repair and maintenance of electrical systems, pulling wire, replacing fittings, lights, etc. **Dress:** Casual clothing o. k. - jeans, etc. Safety toed footwear required. Other safety equipment will be supplied.

(490) R & R REWINDING - - Electrical Rewinder

Duties: Assist journeyman electrician in wiring and other facets of electrical work involving electrical motors. Drivers license would be an asset. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(617) FROSTY REFRIGERATION & AIR CONDITIONING - - Refrigeration Technician

Duties: Assist technician when repairing refrigeration and air conditioning equipment. This will take place on boats as well as land based areas. **Dress:** Work clothes, coveralls may be supplied, safety toed boots required for some industrial sites. Sturdy work boots when on boats. Dress for the weather and cold conditions when dealing with refrigeration.

(652) MAHER TERMINALS - ELECTRICAL MAINTENANCE - Electrician

Duties: Assist electricians in variety of tasks related to the maintenance and repair of the Terminal's electrical systems. Tasks: repair and maintenance of electrical systems, pulling wire, replacing fittings, lights, etc. **Dress:** Casual clothing o. k. - jeans, etc.

Electronics & Telecommunications Technicians

(272) CITYWEST - CABLE DIVISION - Cable Installer

Duties: Work under direction of cable technicians to install and maintain cable equipment and lines and other necessary duties. **Dress:** Work clothes; jeans ok; Safety Toed Boots or Rubbers required

(418) CANADIAN COAST GUARD - TECHNICAL MAINTENANCE - Electronics Technician

Duties: Assist technicians in servicing and repair of electronic equipment: radios, tv., radar, etc. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(58) CITYWEST - SERVICE - Installer/ Repair person EITHER FULL MORNING OR FULL AFTERNOON.

Duties: Assist installers in phone installations and repairs. **Dress:** Work clothes, safety toed boots required.

Engineering Professionals/Technicians

(218) PRINCE RUPERT PORT AUTHORITY - PROJECT DEVELOPMENT - Planner / Engineer

Duties: Student may able to handle projects that include drafting skills, autocad work, and other tasks related to site planning and engineering. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(51) CITY OF PRINCE RUPERT - ENGINEERING & DEVELOPMENT SERVICES - City Engineer

Duties: Assist engineers in performance of duties: drafting, use of CAD, building and site inspections, etc. Assist surveyors in performance of duties: layout, staking, elevation, preliminary surveys, and as built surveys. **Dress:** Work clothes, safety toed boots suggested, hard hat supplied, rain protective gear needed, safety vest supplied.

(545) COAST ISLE ENGINEERING - - Structural Engineer

Duties: Assist engineers in performance of duties: monitoring surveys, engineering calculations and checks, drafting, use of CAD, building and site inspections, etc. Assist surveyors in performance of duties: preliminary surveys, and as built surveys. **Dress:** Casual clothing o.k. - jeans, etc. Safety equipment (steel toed boots) will be required for field visits.

Financial Services

(14) BANK OF NOVA SCOTIA - - Bank Clerk

Duties: ONE WEEK ONLY. Shadow teller line and customer service. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(189) NORTHERN SAVINGS CREDIT UNION - - Financial Services Rep.

Duties: Deals with financial administration - will serve in several departments: administration, audit, branch, and finance. Will operate word processor, computer, and photocopier. Will be assigned various clerical duties. Some positions, such as teller, will be observation only. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(477) JOHAL & ASSOCIATES - - Accounting Student

Duties: Observe and assist file preparer staff with the following: prepare financial statement for corporate and personal business; preparation of corporate, personal and trust tax returns; preparation of sections of audit files; and bookkeeping either manually or on software. This placement is particularly suitable for student seeking accounting career: Chartered Accountant, Certified General Accountant or Certified Management Accountant. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or

(634) MACKENZIE COUNTRYWIDE FURNITURE & APPLIANCES - OFFICE - Accountant

Duties: Maintain accounting records, invoices, and customer accounts. Various clerical duties may also be assigned: answering phones, copying, faxing, and errands. Knowledge of accounting procedures and software would be an asset. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(659) CITY OF PRINCE RUPERT - FINANCIAL SERVICES - Accountant / Bookkeeper

Duties: Assist Financial Services clerks, accountants, and bookkeepers in discharging their duties. May involve some observation and assignment of other duties. Confidentiality is paramount in this placement. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(88) EAGLE BLUFF ENTERPRISES - - Bookkeeper

Duties: Mail handling, computer operations, work with ACCPAC - bank reconciliations, report generation., LOTUS 1-2-3 operations. Students placed must have computer experience and senior business course work. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Food & Beverage Production & Sales

(12) BAKER BOY - - Baker

Duties: Counter sales, handle cash, answer phone, take orders, help deliveries. Work preparing baked goods. Students can start very early in morning to learn food prep. side of business. **Dress:** Neat School clothing for bakery. Work clothes (jeans) for truck duties. No midriffs showing.

(164) MAVERICK MART - - Retail Clerk

Duties: Food prep. - chicken, deepfry, cleaning. Stocking shelves, coolers, dairy, pop. Store maintenance. Facing shelves. Deli packaging. **Dress:** Casual clothing o.k. - jeans, etc.

(165) MCDONALD'S - - Food Sales Person

Duties: Can work in different areas of restaurant: counter sales, kitchen, lobby service, and outside maintenance. Must take computer assessment program to be accepted. **Dress:** Uniform provided. Black shoes (clean sneakers okay) . Locker lock.

(195) OVERWAITEA FOODS LTD. #70 - GROCERY / PRODUCE - General Clerk

Duties: Stocking product, culling product, storing, warehouse organization, cleanup. Facing shelves, assisting customers, and other tasks as may be assigned. Students will have an opportunity to work in all departments of the store. **Dress:** Black shoes and pants. Clean and well groomed. White shirt. Apron supplied.

(196) OVERWAITEA FOODS LTD. #70 - BAKERY - Baker

Duties: Baking - bread, rolls, sweet goods. Cake decoration, packaging, bread slicing, filling shelves, breakout product - warehouse. Merchandising displays. Clean up. **Dress:** Black or white sneakers. Clean and well groomed. White shirt and pants. Apron and hat supplied.

(27) HIGHLINER PLAZA HOTEL & CONFERENCE CENTER - KITCHEN - Cook MORNING ONLY

Duties: Prep for salad, soup, and veggies. Slicing cheese and meat. Soup making. Receiving stocks and storing. **Dress:** Sneakers ok. Uniform supplied. Wear comfortable clothes.

(293) TIM HORTON'S - - Food Sales Person

Duties: Duties will include bussing tables, stocking restaurant materials, and cleaning tasks; also operating a computerized till; doing soup and sandwich prep., minor donut decoration and fancies. Students will have an opportunity to learn customer service skills, food quality control, teamwork and cooperation. Also be given instruction in sanitation and WHMIS procedures. **Dress:** White shirt and black pants. Runners okay but clean.

(36) CANADA SAFEWAY LTD. #78 - GROCERY - Service Clerk

Duties: Collect bascarts from parking lot and store and stack in appropriate place. Collect red baskets from store areas and stack in appropriate place. Sweep grocery area every hour, bag groceries and assist carrying out for customers, collect and store bottles, clean outside store front area, collect garbage from store areas and take to bins in back, face shelves, "work pop" on various days - receiving stock and shelving. **Dress:** Black pants, white shirt. Black shoes or runners.

(497) SUBWAY - - Sandwich Artist

Duties: Duties will include bussing tables, stocking restaurant materials, and cleaning tasks; also operating a computerized till; doing soup and sandwich prep. Students will have an opportunity to learn customer service skills, food quality control, teamwork and cooperation. Also be given instruction in sanitation and WHMIS procedures. **Dress:** Black pants or jeans okay. Wear comfortable footwear. If student has long hair, it must be tied up. Shirt provided.

(71) CREST HOTEL - FOOD SERVICES - Cook

Duties: Work in kitchen prepping food. This will involve a variety of tasks and duties to be assigned during the placement. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Food & Beverage Service

(26) HIGHLINER PLAZA HOTEL & CONFERENCE CENTER - FOOD SERVICE - Busperson MORNING ONLY

Duties: Set tables, and clean. Serve tables - coffee, drinks, food. Assist with catering meetings, banquets, weddings, and dinners. **Dress:** Girls: dark skirts, coloured blouse; Boys: dark pants, white dress shirt. No runners.

(316) COWPUCCINO'S COFFEE HOUSE - - Server

Duties: Bus tables, wait on customers, serve food, clean tables, set up for meals, and general cleanup. May be able to work in kitchen and may also be assigned dish washing. **Dress:** Casual clothing o.k. - jeans, etc.

(636) COW BAY CAFE - - Food Server

Duties: Hours are 10:30 AM to 3:00 PM (Tuesday to Saturday) and 6 PM to 10:30 PM (Wednesday to Saturday). Bus tables, wait on customers, serve food, clean tables, set up for meals, and general cleanup. May be able to work in kitchen and may also be assigned dish washing. **Dress:** Casual clothing o.k. - jeans, etc. Closed toed shoes must be worn - no sandals. Female students please dress conservatively.

Graphic Arts Occupations

(125) JIM WEST SIGNS LTD. - - Sign Painter

Duties: Various duties will be assigned depending on work orders that week. Coating boards, sketching draft designs, assisting sign painter, clean up, etc. may be performed. **Dress:** Work clothes (jeans, etc.)

(602) SHUTTER SHACK - - Photo Store Clerk

Duties: Display merchandise, front counter service, market art work, mat cutting and framing, assist in photography tasks, cleanup. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(646) STUCK ON DESIGNS - - Printer

Duties: Various duties will be assigned depending on work orders that week. Coating boards, sketching draft designs, assisting graphic artist / printer, clean up, etc. may be performed. May also operate various business machines: fax, copiers, printers, etc. Clerical duties may also be assigned. **Dress:** Casual clothing o.k. - jeans, etc. No open toed shoes (ie. sandals).

Health Professionals

(210) DR. D. GOLJAK - DENTAL CLINIC - Dental Receptionist / Assistant ONE WEEK ONLY.

Duties: Answering phone, booking patients, filing, assisting dentist when needed. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(225) PRINCE RUPERT REGIONAL HOSPITAL - REHABILITATION MEDICINE - Physio and Occupational Therapist ONE OR TWO WEEKS ONLY.

Duties: ONE OR TWO WEEKS AVAILABLE - depends on staff available. Students will primarily observe tasks and duties of physio and occupational therapists. Some hands on tasks may be assigned: clerical, stocking equipment and supplies, etc. Students may also be assigned to work in Extended Care with elderly patients and those with dementia. Sports medicine or therapy is not available. **Dress:** Neat clothing. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff.

(25) BELLEVUE DENTAL CLINIC (DR. PYDE) - - Dentist or Dental Assistant ONE WEEK ONLY STARTING ON TUESDAY.

Duties: Observe dental and office procedures, interview dentist, and other personnel. Works Tuesday to Saturday. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(274) NORTHWEST HEALTH UNIT - COMMUNITY HEALTH DIVISION - Community Health Nurse AFTERNOON ONLY FOR TWO WEEKS.

Duties: Observe baby clinic and Infant followup home visit. During Clinic Drop In, weigh and measure infant and toddlers. Organize and update reference files. Assist nurses during school visits: hearing and vision screening and hepatitis B inoculations. Develop posters and displays for health unit related to growth & development, non-smoking, and HIV/AIDS. Observe and assist prenatal classes. Attend community liaison meetings. **Please note:** Students must have client/patient agreement before for several of the above tasks. **Dress:** Neat clothing, business

(37) CANADA SAFEWAY LTD. #78 - PHARMACY - Pharmacist

Duties: Assist pharmacist in duties: filling prescriptions, clerical duties, labeling, inventory, and other tasks as may be assigned. **Dress:** Black pants, white shirt. Black shoes or runners.

(460) SHOPPERS DRUG MART - PHARMACY - Pharmacist

Duties: Assist pharmacist in duties: filling prescriptions, clerical duties, labeling, inventory, and other tasks as may be assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(604) DR. J. S. CORBETT - ORTHODONTIST - Orthodontist

Duties: Assist orthodontist with various tasks. Placement is primarily observational and only for four days a month. Dates will vary month to month. **Dress:** Casual clothing o.k. - jeans, etc.

(656) COASTAL EYECARE - - Optometrist ONE WEEK ONLY.

Duties: Observe examinations and other activities of the eye clinic. Some clerical tasks may be assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(675) NORTHWEST HEALTH UNIT - SPEECH & LANGUAGE - Speech Language Pathologist AFTERNOON ONLY FOR TWO WEEKS.

Duties: Observe and participate in speech language therapy sessions. Clerical tasks related to position may also be assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(84) DR. V. ADAM - DENTAL OFFICE - Dental Assistant / Dentist ONE WEEK ONLY STARTING TUESDAY.

Duties: Assist and observe Dentist and Certified Dental Assistant in performance of duties. Assist Dental Assistant in performance of their duties including filing, answering phones, booking appointments, etc. Available Tuesday through Saturday only. Thursday evening is also available. **Dress:** Neat presentable casual clothing (pastels), comfortable shoes, uniform may be provided. No midriffs showing.

(85) DR. WILLIAM REDMAN - DENTAL OFFICE - Dental Assistant and/or Dentist ONE WEEK ONLY.

Duties: Observe & assist Dentist or Dental Hygienist in performance of duties. Patient permission will have to be obtained prior to student's observation. Students should have hepatitis shots up to date to be able to perform more duties. Afternoon shift starts at 2 pm. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Health Service Work

(221) PRINCE RUPERT REGIONAL HOSPITAL - FOOD SERVICE - Food Service Worker

Duties: Retrieve trays, strip and wipe. Make tossed salad, coffee, prep and clean for salad bar, load wagons. **Dress:** Neat School clothing - no jeans. Smock provided. Closed toed and heeled shoes. No sneakers. No midriffs showing.

(222) PRINCE RUPERT REGIONAL HOSPITAL - HOUSEKEEPING - Housekeeping Aide or Cleaner

Duties: This placement involves two positions: Housekeeping Aide -- maintaining rooms by exchanging linen, cleaning beds, vacuuming, damp mopping, clean windows and bathrooms. Cleaner -- somewhat heavy work that involves trash pickup, linen transportation, wet and dry mopping of hallways, operating buffer and floor washer machines. **Dress:** Neat School clothing - no jeans. Uniform provided. Closed toed and heeled shoes. Sneakers ok. No midriffs showing.

(229) PRINCE RUPERT REGIONAL HOSPITAL - LAUNDRY - Laundry Worker

Duties: Working in laundry: sorting items, filling machines, pressing, and folding and other assorted duties. **Dress:** Neat School clothing - no jeans. Uniform provided. Closed toed and heeled shoes. Sneakers ok. No midriffs showing.

(3) ACROPOLIS MANOR - RECREATION - Activities Coordinator

Duties: Assist residents in recreation activities: arts & crafts, accompanying residents on day trips, reading and keeping residents company, and other duties as may be assigned. Type of activities will depend on time of day. Morning 10:30 - 12 is varied. Afternoon 2 to close is mostly one on one with residents - reading, playing cards, and conversation. **Dress:** Wear neat comfortable clothing, no jeans. Closed toed and heel footwear is required, runners ok. No midriffs showing.

Health Technicians

(223) PRINCE RUPERT REGIONAL HOSPITAL - LAB - Lab Technologist THREE DAYS ONLY.

Duties: Interview and observe lab techs. Work in each department with technologist. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(228) PRINCE RUPERT REGIONAL HOSPITAL - MEDICAL IMAGING - Medical Imaging Technologist MORNING ONLY FOR ONE WEEK.

Duties: Observe technologists in the performance of their duties in the X-Ray and Ultra Sound Departments. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(494) CORNERSTONES WELLNESS CLINIC - - Alternative Medicine Practitioner AFTERNOON PLACEMENT ONLY FOR ONE WEEK.

Duties: Observe and assist various practitioners in delivering health services: acupuncture, chiropractor, massage therapy, homeopathic medicine, etc. Patient/client permission must be obtained prior to any observations. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Labourers

(220) SKEENA & QUEEN CHARLOTTE'S REGIONAL DISTRICT - RECYCLING DIVISION - Labourer SPECIAL EDUCATION STUDENTS ONLY.

Duties: This placement is reserved for Special Education use. Students will sort various material for shipment, and may be able to operate various equipment, eg., bailers, compress, shredders. **Dress:** Safety Toed Boots or Rubbers required.

(536) RUPERT BOTTLE DEPOT - - Recycle Worker

Duties: Sort and count bottles, clean up work area, answer phones, attend to customers. May operate till and other equipment needed to perform business tasks. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(612) CITY FURNITURE - - Warehouseman / Swamper

Duties: Delivery furniture, restocking floor, unloading trailers, storing furniture, furniture assembly and repair. Other duties may be assigned. **Dress:** Casual clothing o.k. - jeans, etc.

Legal Clerical

(70) COURT REGISTRY - - Court Clerk MORNING ONLY FOR ONE WEEK ONLY

Duties: Typing, filing, recording in court. Student may also assist in setting up for court session. Observation of court proceedings are an integral part of this placement. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Legal Professionals

(572) GRIFFITH-ZAHNER - BARRISTER & SOLICITOR - Lawyer ONE DAY ONLY.

Duties: Shadow a lawyer for a day. Attend court, assist in office, and other duties as may be assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Librarians

(213) PRINCE RUPERT LIBRARY - - Library Clerk TUESDAY TO FRIDAY ONLY.

Duties: Checking books in/out, empty book bin, shelving books, filling book truck, dating cards, checking A/V materials, mail handling, shelving paperback. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(563) PRINCE RUPERT CITY & REGIONAL ARCHIVES - - Archivist

Duties: Assist archivists in maintaining local archives. Cataloging items, indexing items, data entry, doing historical research when requested, and other clerical duties. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Material Handling Occupations

(158) MACKENZIE COUNTRYWIDE FURNITURE & APPLIANCES - WAREHOUSE - Warehouse person

Duties: Delivery furniture, restocking floor, unloading trailers, storing furniture, furniture assembly and repair. **Dress:** Work clothes (jeans, etc.)

(259) SEARS - - Warehouse person

Duties: Receiving stock, unload trailers, loading customer purchases, displaying merchandise on floor, cleanup. **Dress:** Work clothes (jeans, etc.)

(302) RONA HOME CENTRE - - Building Supply Clerk

Duties: Receive and stock shelves/bins, etc. Clean up and maintenance tasks may also be assigned. May also be assigned to warehouse and yard duties when available. **Dress:** Work clothes, safety toed boots required (warehouse / yard only). Shirt supplied.

(315) ZELLERS - MERCHANDISING - Merchandising Associate

Duties: Replenish stock on floor, face shelves and stock, and clean stock on shelves and on floor. **Dress:** Casual clothing o.k. - jeans, etc.

Mechanical Repair Trades

(1) A & G AUTO BODY - - Auto Body Repair person

Duties: Duties - clean up, detail work on cars, body repair. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(106) FRANK'S AUTO REPAIR (1996) - - Automotive Technician

Duties: Assist mechanic - clean parts. Observation of and work with mechanic - oil changes, lubes, brakes, tune-ups, major repair. Propane conversions. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(115) NORTH PACIFIC SEAPLANES - MAINTENANCE - Aviation Mechanic

Duties: Assist mechanics in maintaining and servicing fleet of float planes. Working with the direct supervision of a mechanic, students may be able to assist in the repairing of fuselages, air frames, engines, and support systems. Daily housekeeping tasks will also be assigned. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(126) JOE'S AUTO BODY - - Auto Body Repair person

Duties: Safety orientation, cleanup, detail work on cars, body repair assistance -- body work, sanding, masking, changing parts. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(172) NAPA AUTO PARTS - - Partsperson

Duties: Handle parts and supplies for motor vehicles of all models and makes. Maintaining and receiving stock, taking and filling orders, and use catalogues and microfiche and computer to look up stock numbers and parts. Provide customer service, answer phones, operate cash register, and interac machine. Clean up duties will also be assigned. **Dress:** Work clothes (jeans, etc.)

(235) RAINBOW CHRYSLER DODGE JEEP LTD. - - Automotive Technician

Duties: Observation of and work with mechanic - oil changes, lubes, brakes, tune-ups, major repair. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(260) SEASPORT OUTBOARD MARINE - REPAIR SHOP - Small Engine Technician

Duties: Mechanics assistant - clean parts, general inspection of engines. Cleanup. Parts inventory. Tidy service books. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(265) SHERMAN GM SERVICE - - Automotive Technician

Duties: Wash cars. General maintenance. Drive customers home/work. Assist/shadow mechanic - lubes, pre-delivery inspections, mechanical repair. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(31) BYTOWN DIESEL - SERVICE - Heavy Duty Mechanic

Duties: Servicing Vehicles: brakes, greasing, oil changes, repair lights, cleaning parts. Rebuilding engines possible. Housekeeping. **Dress:** Safety Toed Boots or Rubbers suggested. Coveralls supplied.

(314) YELLOWHEAD AUTO REPAIR - - Automotive Technician

Duties: Tune-ups, servicing brakes, oil changes, lubes, front end work, tire balancing and alignments. Cleanup. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(41) CANADIAN COAST GUARD - MACHINE SHOP - Mechanic

Duties: Assist mechanics in duties servicing various vehicles and equipment. May consist of oil changes, brake rebuilds, repair of lights, electrical system parts, cooling system, exhaust system. Change engines and transmissions. Tune-ups. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(430) RUPERT TOWING - - Salvage Yard Worker

Duties: Assist in office: taking and filling orders, filing, answering phone, faxing orders, and other duties as may assigned. Assist in yard: filling parts orders, stripping vehicles for parts, and general cleanup. Assist tow truck operators. Other duties may be assigned. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(475) RIDLEY TERMINALS INC. - MECHANICAL - Heavy Duty / Auto Mechanics

Duties: Assist mechanics in duties servicing various vehicles and equipment. May consist of oil changes, brake rebuilds, repair of lights, electrical system parts, cooling system, exhaust system. Change engines and transmissions. Tune-ups. **Dress:** Casual clothing o.k. - jeans, etc. Safety toed footwear required. Other safety equipment will be supplied.

(476) RIDLEY TERMINALS INC. - MAINTENANCE - Millwright

Duties: Assist millwrights in various tasks and duties. Maintain and repair equipment related to coal transport. **Dress:** Casual clothing o.k. - jeans, etc. Safety toed footwear required. Safety equipment will be supplied.

(537) ENTIRE AUTOMOTIVE SERVICES LTD. - - Automotive Technician

Duties: Assist mechanics in duties servicing various vehicles. May consist of oil changes, brake rebuilds, repair of lights, electrical system parts, cooling system, exhaust system. Change engines and transmissions. Tune-ups. Tire repair and sales. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(54) CITY OF PRINCE RUPERT - GARAGE - Mechanic - Heavy Duty

Duties: Must have safety orientation first. Will work in field and in garage. Focus is on heavy duty mechanics - assisting journeyman mechanic. May operate machinery under supervision. Welding will also be experienced. **Dress:** Work clothes (jeans, etc.) Safety equipment will be supplied.

(622) MAHER TERMINALS - MAINTENANCE - Millwright or Heavy Duty Mechanic EITHER FULL MORNING OR FULL AFTERNOON.

Duties: Assist Millwrights or Heavy Duty Mechanics in various tasks: repairing and servicing machinery and vehicles; cleanup and maintenance of repair shop; and other duties that may be assigned. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(650) KAL TIRE #119 - - Mechanic

Duties: Assist mechanics in duties servicing various vehicles. May consist of oil changes, brake rebuilds, repair of lights, electrical system parts, cooling system, exhaust system. Change engines and transmissions. Tune-ups. Tire repair and sales. **Dress:** Safety Toed Boots or Rubbers required

(663) CARLINE AUTOCARE CENTRE - - Automotive Technician

Duties: Assist mechanics in duties servicing various vehicles. May consist of oil changes, brake rebuilds, repair of lights, electrical system parts, cooling system, exhaust system. Change engines and transmissions. Tune-ups. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

Metal Fabrication Trades

(127) JOHNNY’S MACHINE SHOP - - Machinist

Duties: Lathe work - threading, turning. Sharpening tool bits, welding, and milling. Math ability important - especially fractions. Micrometer experience useful. **Dress:** Safety Toed footwear, ear and eye protection is required.

(161) MARINEX SHEET METAL LTD. - - Welder - Metal Fabricator EITHER FULL MORNING OR FULL AFTERNOON.

Duties: Assist welders: lifting, positioning. Pickup and delivery. Cutting and shearing. Observe: design/layout, cutting/shearing, forming, welding. Assemble parts. **Dress:** Safety Toed Boots or Rubbers. Work clothes. Gloves, face masks, other safety equipment supplied. Driver's license would be an asset.

(388) BROADWATER INDUSTRIES LTD. - METAL FABRICATING - Welder - Metal Fabricator EITHER FULL MORNING OR FULL AFTERNOON.

Duties: Assist metal fabricators in various duties as assigned: welding, cutting, bending, construction and erection, etc. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(463) HARBOUR MACHINING - - Welder - Metal Fabricator

Duties: Lathe work - threading, turning. Sharpening tool bits, welding, and milling. Math ability important - especially fractions. Micrometer experience useful. Building aluminum boats and repairing RV's. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(532) PROGRESSIVE STEEL - - Welder - Metal Fabricator

Duties: Assist metal fabricators in various duties as assigned: welding, cutting, bending, construction and erection, etc. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(573) CERTIFIED WELDING & MACHINING - - Welder - Metal Fabricator EITHER FULL MORNING OR FULL AFTERNOON.

Duties: Assist metal fabricators in various duties as assigned: welding, cutting, bending, construction and erection, etc. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

Performing Arts Occupations

(200) LESTER CENTRE FOR THE ARTS - TECHNICAL - Theatre Technician EVENING AND WEEKENDS SHIFTS EXPECTED.

Duties: May include: hanging and focusing lighting equipment; operating lighting, sound, projection and stage rigging systems. Also maintenance of the above systems will also be covered. Stage carpentry tasks may also be available. **Dress:** For setup - work clothes, safety toed shoes suggested. For performance events - black pants and shoes and long sleeved black shirts.

(353) LESTER CENTRE FOR THE ARTS - ADMINISTRATION - Theatre Manager EVENING AND WEEKENDS SHIFTS EXPECTED.

Duties: Work with manager performing "front end duties": booking events, ticket sales, advertising, maintaining theatre. **Dress:** Casual clothing o.k. - jeans, etc.

Personal Services

(253) SASSY’S - - Hairdresser ONE WEEK ONLY.

Duties: Assist and observe stylists. Shampoo assistance. Tidy shampoo station. Clean and tidy stations. Laundry. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(263) SHEAR PLEASURE - - Hairdresser ONE WEEK ONLY.

Duties: Reception - front: phone, make appointments, customer service, retail sales. Assistance - shampoos and perms. Cleanup. Laundry. Tanning bed and coffee room.
Dress: Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(657) RAVEN'S PROFESSIONAL PIERCING & PERMANENT MAKEUP - - Tattoo Artist ONE WEEK ONLY.

Duties: May assist owner in piercing and tattooing clients. Answering phones, attending to customers, making bookings, clerical and cleaning tasks may be assigned. Artistic ability is an asset. **Dress:** Casual clothing o.k. - jeans, etc.

(662) DICK BURY HAIR DESIGN - - Hair Stylist ONE WEEK ONLY STARTING TUESDAY.

Duties: Reception - front: phone, make appointments, customer service, retail sales. Assistance - shampoos and perms. Cleanup. **Dress:** Casual clothing o.k. - jeans, etc.

Plumbers, Pipefitters, Gas Fitters

(333) SAANICH PLUMBING & HEATING LTD. - - Plumbing & Heating Contractor

Duties: May be assigned to work with a variety of tradespersons: plumbers, metal fabricaters, heating installers, etc. Work may also include customer service and product distribution (stocking/inventory) in the main store.
Dress: Work clothes and safety toed boots required.

(371) DISTRICT #52 MAINTENANCE - PLUMBING - Pipe Trades EITHER FULL MORNING OR FULL AFTERNOON.

Duties: Assist plumbers in variety of tasks related to the maintenance and repair of the district schools and buildings plumbing systems. Tasks: repair and maintenance of plumbing systems, pipefitting, etc. Afternoon placement begins at 12:30. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(569) CROSS FLOW PLUMBING & HEATING LTD. - - Plumber

Duties: Work with certified plumber tradesperson in a variety of tasks related to plumbing, pipefitting, and gas installations. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(600) SULLIVAN MECHANICAL LTD. - - Plumbing & Heating Contractor

Duties: May be assigned to work with a variety of tradespersons: plumbers, metal fabricaters, heating installers, etc. Work may also include customer service and product distribution (stocking/inventory) in shop. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

(628) WESTERN CANADA FIRE PROTECTION (NORTHWEST) LTD. - - Sprinkler Fitter / Technician

Duties: Install sprinkler systems; do fire inspections on commercial and industrial properties and other duties may be assigned as needed. **Dress:** Work clothes (jeans, etc.) Employer will inform about footwear on job sites.

Protective Services

(100) FISHERIES & OCEANS CANADA NORTH COAST - ENFORCEMENT DIVISION - Fishery Officer AVAILABLE MARCH TO SEPTEMBER ONLY.

Duties: Conservation and protection of the fisheries resources with emphasis on monitoring and enforcement. Patrols will be conducted by Fisheries vessels and Rigid Hull inflatables and may require overnighing. **Dress:** Warm clothing, rubber boots, raingear, and gloves. Warm head gear as well. Floater suit will be supplied. Black casual pants and button down shirt for office. Safety work boots or hiking boots for shore inspections.

(212) PRINCE RUPERT FIRE RESCUE DEPARTMENT - - Firefighter TWO WEEKS ONLY

Duties: General house cleaning duties, vehicle maintenance, code inspection of buildings, clerical duties, emergency calls, SCBA training, other training and film viewing. **Dress:** Dark coloured pants okay but no blue jeans. Dark blue T-shirt or top. Black shoe or boots (runners okay).

(40) CANADIAN COAST GUARD - MARINE CONTROL TRAFFIC CENTRE - M C T S Operator ONE WEEK ONLY.

Duties: Work in Vessel Traffic monitoring movement of vessels in harbour and on coast of B. C. Monitor, update and record weather information on the Continuous Marine Broadcast. **Dress:** Casual clothing o.k. - jeans, etc.

(416) RUPERT SQUARE SHOPPING CENTRE - SECURITY - Security Officer

Duties: Assist security officers in performance of duties: observe mall patrons for shoplifting and other illegal activities. Assist store owners in maintaining order and good behaviour within each store premise. Will involve some janitorial work as well. Afternoons are best for placement. **Dress:** Black pants and white shirt. Black shoes (running).

**(73) CANADA BORDER SERVICES AGENCY - CONTAINER EXAM FACILITY - Customs Officer
CRIMINAL RECORD CHECK REQUIRED.**

Duties: Students will be assigned to Container Exam Facility on Ridley Island (transportation is must). Working along side a CBSA officer, they may learn to operate various X-Ray machines, examine containers, unload and load containers, and other duties related to the inspection of containers. Clerical and clean up duties may also be assigned. **Dress:** Casual clothing o.k. - jeans, etc. Safety toed (steel) footwear (boots) are required.

Real Estate Services

(632) RE/MAX TINKER REALTY - - ONE WEEK ONLY.

Duties: Accompany realtors when showing listings, assist in office when able, and any other duties as may be assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Recreation Occupations

(351) CITY OF PRINCE RUPERT - RECREATION - Recreation Assistant

Duties: Students will rotate through various parts of the recreation department: the rink, the gym, main office, etc. This placement can be tailored to the student's preference and interests. The time will also vary with day and afternoon shifts common. **Dress:** Casual clothing o.k. - jeans, etc.

(49) CITY OF PRINCE RUPERT - AQUATIC CENTER - Recreation Assistant - Aquatic SOME LIFESAVING CERTIFICATIONS ARE REQUIRED.

Duties: Students may be placed in pool to assist with swimming lessons, other aquatic activities. **STUDENT MUST HAVE SOME CERTIFICATIONS.** Some clerical and maintenance tasks may be assigned. The time will also vary with afternoon and evening shifts common. **Dress:** Casual clothing o.k. - jeans, etc.

(642) CITY OF PRINCE RUPERT - RECREATION OFFICE - Office Assistant

Duties: Receptionist duties: answering phones, general inquiries. Other duties that may be assigned are filing, typing, computer work, and office machines operation. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Retail Sales and Service

(202) HOME HARDWARE BUILDING SUPPLY - - Retail Clerk

Duties: Replenish stock on floor, face shelves and stock, and clean stock on shelves and on floor. Deal with customers. Other duties may be assigned. **Dress:** Work clothes, raingear recommended, safety toed boots required.

(412) ZELLERS - SERVICE - Service Associate

Duties: Greet public and assist customers in finding items, and complete tasks as assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(454) MARK'S WORK WEARHOUSE - - Sales Associate

Duties: Dealing with customers, maintaining fitting room control, handling stock and paperwork associated with setting up sales and promotions (taggings stock, signs). Assist cashier in bagging purchases. May be able to operate various store equipment: computer, cash register, fax machine, etc. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(566) SALTY CRAB GIFTS & SOUVENIRS - - Retail Clerk

Duties: Dealing with customers, handling stock, and paperwork associated with setting up sales, and promotions (tagging stock & signs). Assist cashier in bagging purchases. During tourist season, book tours. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(593) GRASSY BAY SERVICE LTD. - - Gas Station Attendant

Duties: Service customers in providing gasoline, checking oil, washing windows and other requested duties. Operate till, answer phones, stock shelves, and perform maintenance and clean up duties when required. **Dress:** Casual clothing o.k. - jeans, etc.

(648) SHOPPERS DRUG MART - MERCHANDISING - Merchandiser

Duties: Dealing with customers, replenishing stock, facing stock, learning about merchandise, store maintenance. May operate till and handle cash. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(655) ATHLETES WORLD PRINCE RUPERT - - Retail Clerk

Duties: Dealing with customers, handling stock, and paperwork associated with setting up sales, and promotions (tagging stock & signs). Assist cashier in bagging purchases. Other duties may also be assigned. **Dress:** Casual clothing o.k. - jeans, etc.

(677) REITMAN'S - - Retail Clerk

Duties: Dealing with customers, handling stock, and paperwork associated with setting up sales, and promotions (tagging stock & signs). Assist cashier in bagging purchases. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(96) FARWEST SPORT & CYCLE - - Store clerk

Duties: Handle stock, price items, face shelves, deal with customers. Assist in bike repair shop. **Dress:** Casual clothing o.k. - jeans, etc.

Science Professionals/Technicians

(103) FISHERIES & OCEANS CANADA NORTH COAST - OCEANS HABITAT ENHANCEMENT BRANCH - Habitat Biologist or Technician

Duties: Assist biologists and technicians with review of referrals and project proposals to assess impacts to fish habitat. Select prescriptions necessary to protect habitat. Assist with onsite visits in local area. Assist with collection of fish habitat data. **Dress:** Work clothes, rubber boots, raingear.

(99) FISHERIES & OCEANS CANADA NORTH COAST - RESOURCE MANAGEMENT - Fish Biologist VERY LIMITED DURING WINTER MONTHS.

Duties: Managing stocks of shellfish, herring and salmon. Doing data entry and on catch stats, keeping minutes on management strategies; administrative duties include photocopying documents and answering phones. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Social Services Clerical

(107) FRIENDSHIP HOUSE ASSOCIATION - COMMUNITY SERVICE - Community Service Worker

Duties: Assist Community Service Worker in organizing various projects from sports tournaments, banquets, Elders' activities, dance presentations and other cultural events. Some clerical duties may also be assigned. **Dress:** Casual clothing o.k. - jeans, etc.

(389) FAIRVIEW MANAGEMENT - - Office Assistant

Duties: Perform clerical duties as assigned: typing, filing, maintaining records, handling postage, etc. **Dress:** Casual clothing o.k. - jeans, etc.

(438) PRINCE RUPERT COMMUNITY ENRICHMENT SOCIETY - ADMINISTRATION - Administrative Assistant

Duties: Receptionist duties: answering phones, general inquiries; Clerk/Typist duties: filing, typing, computer work, office machines operation. Secretarial duties: taking minutes of meetings, and other general tasks as assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(594) WWF CANADA - PRINCE RUPERT BRANCH - WWF Volunteer

Duties: This placement involves both office and field work. Office tasks may include data gathering, date entry, answering phones, operating office machinery, and other tasks as may be assigned. Field tasks may include current projects. **Dress:** Casual clothing o.k. - jeans, etc.

(647) PRINCE RUPERT COMMUNITY ENRICHMENT SOCIETY - PROGRAMS DIVISION - Program Assistant

Duties: May be to work in various programs assisting program directors and workers. May include clerical and clean up duties. Confidentiality is paramount. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Social Services Professionals

(603) FAIRVIEW MANAGEMENT - - Community Support Worker

Duties: Work with Special Needs adults in a community setting. Students will assist a full time worker supervising mentally and physically challenged adults during working hours. A variety of tasks may be performed. **Dress:** Casual clothing o.k. - jeans, etc.

Transportation & Equipment Operators

(230) METLAKATLA DEVELOPMENT CORPORATION - - Deckhand AVAILABLE APRIL TO JUNE.

Duties: Will be able to assist with maintaining vessels, keeping area clean, learn "rules about road" and handling vessels and any other tasks that may be assigned. **Dress:** Work clothes (jeans, etc.)

**(244) SMIT MARINE CANADA INC. - MARINE DIVISION
- Deckhand or Mate EITHER FULL MORNING OR
FULL AFTERNOON.**

Duties: Tug - vessel maintenance/repair, line handling. Shop cleanup, yard maintenance. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

**(363) NORTH PACIFIC SEAPLANES - FREIGHT
DIVISION - Freight Handler**

Duties: Handle freight to and from planes; assist in loading and deplaning passengers and freight; and docking planes. May also assist in fueling and other aircraft maintenance tasks as assigned. **Dress:** Work clothes, be prepared for inclement weather, and safety toed boots required.

**(470) WAINWRIGHT MARINE - - Yard Worker
EITHER FULL MORNING OR FULL AFTERNOON.**

Duties: Painting, general cleanup, offloading and receiving freight, load barges, operate forklift. If students have drivers license, may be able to operate pickup. **Dress:** Work clothes, safety toed boots required.

Transportation Officers & Controllers

**(39) CANADIAN COAST GUARD - HANGER - Helicopter
Pilot or Mechanic ONE WEEK ONLY IN MORNINGS.**

Duties: Work in hanger area assisting technicians and mechanics. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

**(397) CANADIAN COAST GUARD - ENVIRONMENTAL
RESPONSE - Environmental Control Officer**

Duties: Assist Environmental Control officers in variety of duties: maintaining equipment, carrying out pollution control tasks, clerical duties as may be assigned. **Dress:** Work clothes, coveralls supplied, safety toed boots required.

**(673) PRINCE RUPERT GRAIN LTD. - OPERATIONS -
Operations Controller MORNING ONLY**

Duties: Observe operations procedures and shadow supervisor. **Dress:** Casual clothing o.k. - jeans, etc. Safety toed footwear required. Safety equipment will be supplied and must be worn.

**(676) MAHER TERMINALS - OPERATIONS - Operations
Technician**

Duties: Observe operations for both ship and shore. Some duties may be assigned as warrant and needed. **Dress:** Casual clothing o.k. - jeans, etc.

Travel / Tourism Service

**(114) NORTH PACIFIC SEAPLANES - CUSTOMER
SERVICE - Customer Service Rep.**

Duties: Students will be assigned to ticket passengers, provided schedule information, operate various office machinery. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(183) NORTH PACIFIC CANNERY VILLAGE MUSEUM -
TOURISM - Vistor's Services Attendant MAY AND
JUNE ONLY. STUDENT TRANSPORTATION
REQUIRED.**

Duties: Assist at Gate, Gift Shop and Cafe: put out stock, do daily cash sheets, sell tickets, help with daily orders for Cafe, and assist with inventory. Job Shadows will consist spending part of day in each of the three positions. **Dress:** Work clothes (jeans, etc.)

(233) QUADRA TRAVEL - - Travel Counsellor

Duties: Assist travel counsellors in performance of duties; will be assigned various clerical duties: filing, stuffing envelopes, mail runs, etc. May also be able to practise on the reservation system (Instructional Portion Only). **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(28) HIGHLINER PLAZA HOTEL & CONFERENCE
CENTER - HOUSEKEEPING - Housekeeper**

Duties: Clean rooms by vacuuming, dusting, washing windows, cleaning bathrooms. Clean lobby, and do laundry. **Dress:** Black pants (joggers okay) with white T shirt (no logos), long hair must be put up, sneakers ok. Comfortable shoes a must.

**(29) HIGHLINER PLAZA HOTEL & CONFERENCE
CENTER - FRONT DESK - Front Desk Clerk**

Duties: Check in and out guests, use communication and hospitality skills, deal with complaints, do billing procedures, stock shelves, answer phone, take reservations. Other duties may be assigned as well. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(436) CREST MOTOR HOTEL - HOUSEKEEPING - Housekeeper

Duties: Make beds, vacuum rooms, clean bathrooms, change shower curtain, polish furniture, change drapes, detail room, sort laundry. **Dress:** Uniform supplied. Wear comfortable shoes.
STUDENTS WILL BE ACCOMPANIED BY CHILDCARE WORKER.

(451) PACIFIC INN - FRONT DESK - Front Desk Clerk

Duties: Check in and out guests, use communication and hospitality skills, deal with complaints, do billing procedures, stock shelves, answer phone, take reservations. Evening shift work may also be expected. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(452) PACIFIC INN - HOUSEKEEPING - Housekeeper

Duties: Assist housekeepers in making up rooms: vacuuming, dusting, making beds, cleaning bathrooms, and other tasks as may be assigned. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(500) HAWKAIR - - Customer Service Agent
STARTS AT 11 AM AND FINISHES 2 OR 2:30 PM .
AVAILABLE FOR 2ND PERIOD STUDENT WITH SPARE
IN 3RD PERIOD.**

Duties: Assist passengers in check in process, loading bus, and boarding at airport. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

**(544) SEASHORE CHARTERS - - Marine Tour Guide
MAY AND JUNE ONLY**

Duties: Give marine tours during summer season around harbour, to the Khuzamateen, whale watching, and other locations. Lead clients through forest providing commentary on flora/fauna, wildlife, and local history. May assist in operation of vessel, in docking, loading, and dealing with customers. Some maintenance and custodial tasks may be assigned. **Dress:** Casual clothing o.k. - jeans, etc. Shirt and vest provided.

**(551) ADVENTURE TOURS - - Tour Operator MAY
AND JUNE ONLY**

Duties: Give marine tours during summer season around harbour, to the Khuzamateen, whale watching, and other locations. This placement will also involve booking tours, answering phones, greeting customers, dealing with rental car transactions. Some maintenance and custodial tasks may be assigned. **Dress:** Casual clothing o.k. - jeans, etc.

**(63) COAST PRINCE RUPERT HOTEL -
HOUSEKEEPING - Housekeeper MORNING ONLY**

Duties: Make beds, vacuum rooms, clean bathrooms, change shower curtain, polish furniture, change drapes, detail room, sort laundry. **Dress:** Casual clothing o.k. - jeans, etc. Uniform provided, wear comfortable shoes, light clothing (it gets warm).

**(65) COAST PRINCE RUPERT HOTEL - FRONT DESK -
Desk Clerk**

Duties: Check in and out guests, use communication and hospitality skills, deal with complaints, do billing procedures, stock shelves, answer phone, take reservations. **Dress:** Black pants, white shirt. Black shoes or runners.

(90) ELAN TRAVEL - - Travel Agent

Duties: Clerical functions - stamping documents, phone answering, sorting invoices, reporting functions, business reports, typing, filing, deliver tickets, doing mail. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Visual Arts Occupation

**(635) MACKENZIE COUNTRYWIDE FURNITURE &
APPLIANCES - SALES - Interior Designer**

Duties: Stage various furniture displays throughout store. Develop and implement interior design ideas through the displays. Other clerical duties may be assigned: answering phones, and assisting office staff. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

Writing Occupations

**(630) NORTHERN VIEW - ADVERTISING - Advertising
Salesperson**

Duties: Students will be exposed to advertising sales - how to sell, getting new accounts, servicing existing accounts. May be able to do computer assisted layout. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.

(631) NORTHERN VIEW - EDITORIAL - Journalist

Duties: Research, reporting- interviews, writing, background research. **Dress:** Neat clothing, business like. Casual pants okay but no blue jeans. Shirts or blouses preferred. No T-shirts with logos or inappropriate messages. No Tops that show midriff or cleavage.