

## **(1) A & G AUTO BODY -**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 5:00 PM

## **Auto Body Repair person**

Duties - clean up, detail work on cars, body repair.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

## **(3) ACROPOLIS MANOR - RECREATION**

### **Dress Code**

Wear neat comfortable clothing, no jeans. Closed toed and heel footwear is required, runners ok. No midriff showing.

### **Special Notes**

**Hours** 9:00 AM to 5:00 PM

## **Activities Coordinator**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services & Sport/Recreation

## **(551) ADVENTURE TOURS -**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 8:00 AM to 5:00 PM

## **Tour Operator**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services & Business

## **(6) ALL-WEST GLASS -**

### **Dress Code**

Safety Toed Boots or Rubbers required

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:30 AM to 5:00 PM

## **Glazier**

Assist glaziers in installation of glass for buildings, homes, and vehicles.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

## **(7) ANNUNCIATION SCHOOL - PRIMARY DIVISIONS**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

## **Elementary Teacher**

Assist teacher: materials, clerical, marking, room organize, lesson prep.

Assist students: enter/leave room, supervision of breaks, read/listen to students, assist with centres.

### **Suggested for WEX12 PROGRAM:**

Human Services

## **(8) ANNUNCIATION SCHOOL - PHYSICAL EDUCATION**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

## **Elementary Phys Ed Teacher**

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.

### **Suggested for WEX12 PROGRAM:**

Sport & Recreation

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

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

**Elementary Teacher**

Assist teacher: materials, clerical, marking, room organize, lesson prep.

Assist students: enter/leave room, supervision of breaks, read/listen to students, assist with centres.

**Suggested for WEX12 PROGRAM:**

Human Services

**(655) ATHLETES WORLD PRINCE  
RUPERT -**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 9:30 AM to 6:00 PM

**Retail Clerk**

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.

**Suggested for WEX12 PROGRAM:**

Business

**(12) BAKER BOY -**

**Dress Code**

Neat School clothing for bakery. Work clothes (jeans) for truck duties. No midriffs showing.

**Special Notes**

Morning Placement preferred.

**Hours** 8:00 AM to 5:30 PM

**Baker**

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.

**Suggested for WEX12 PROGRAM:**

Human Services

**(14) BANK OF NOVA SCOTIA -**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 7:30 AM to 4:30 PM

**Bank Clerk**

**ONE WEEK ONLY.** Shadow teller line and customer service.

**Suggested for WEX12 PROGRAM:**

Business

**(25) BELLEVUE DENTAL CLINIC (DR. PYDE) -**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 6:00 PM

**Dentist or Dental Assistant**

Observe dental and office procedures, interview dentist, and other personnel. Works Tuesday to Saturday.

**Suggested for WEX12 PROGRAM:**

Science & Human Services

**(388) BROADWATER INDUSTRIES LTD. - METAL FABRICATING**

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 5:00 PM

**Welder - Metal Fabricator**

Assist metal fabricators in various duties as assigned: welding, cutting, bending, construction and erection, etc.

**Suggested for WEX12 PROGRAM:**

Technology

### **(31) BYTOWN DIESEL - SERVICE**

**Dress Code**

Safety Toed Boots or Rubbers suggested. Coveralls supplied.

**Special Notes**

**Hours** 8:00 AM to 5:00 PM

### **Heavy Duty Mechanic**

Servicing Vehicles: brakes, greasing, oil changes, repair lights, cleaning parts. Rebuilding engines possible. Housekeeping.

**Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

### **(73) CANADA BORDER SERVICES AGENCY - CONTAINER EXAM FACILITY**

**Dress Code**

Casual clothing o.k. - jeans, etc. Safety toed (steel) footwear (boots) are required.

**Special Notes**

RCMP Criminal Record check is required. Form must be taken in person by the student to the local detachment for processing and picked up by the student when completed. TRANSPORTATION TO THE FACILITY IS THE

**Hours** 8:00 AM to 4:30 PM

### **Customs Officer**

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.

**Suggested for WEX12 PROGRAM:**

Law

### **(36) CANADA SAFEWAY LTD. #78 - GROCERY**

**Dress Code**

Black pants, white shirt. Black shoes or runners.

**Special Notes**

**Hours** 8:30 AM to 5:00 PM

### **Service Clerk**

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.

**Suggested for WEX12 PROGRAM:**

Business  
Special Education

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

**Dress Code**

Black pants, white shirt. Black shoes or runners.

**Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 9:00 PM

**Pharmacist**

Assist pharmacist in duties: filling prescriptions, clerical duties, labeling, inventory, and other tasks as may be assigned.

**Suggested for WEX12 PROGRAM:**

Human Services & Science

**(395) CANADA SAFEWAY LTD. #78 - FLORAL DEPT.**

**Dress Code**

Black pants, white shirt. Black shoes or runners.

**Special Notes**

**Hours** 8:30 AM to 6:00 PM

**Floral Dept. Assistant**

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.

**Suggested for WEX12 PROGRAM:**

Business  
Special Education

**(39) CANADIAN COAST GUARD - HANGER**

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:30 AM to 3:00 PM

**Helicopter Pilot or Mechanic**

Work in hanger area assisting technicians and mechanics.

**Suggested for WEX12 PROGRAM:**

Technology & Science

**(40) CANADIAN COAST GUARD -  
MARINE CONTROL TRAFFIC  
CENTRE**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

**Hours** 8:30 AM to 4:30 PM

**M C T S Operator**

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.

**Suggested for WEX12 PROGRAM:**

Natural Resources

**(41) CANADIAN COAST GUARD -  
MACHINE SHOP**

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 4:30 PM

**Mechanic**

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.

**Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

**(397) CANADIAN COAST GUARD -  
ENVIRONMENTAL RESPONSE**

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:30 AM to 4:00 PM

**Environmental Control Officer**

Assist Environmental Control officers in variety of duties: maintaining equipment, carrying out pollution control tasks, clerical duties as may be assigned.

**Suggested for WEX12 PROGRAM:**

NRS & Science

## **(418) CANADIAN COAST GUARD - TECHNICAL MAINTENANCE**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:30 AM to 4:00 PM

## **Electronics Technician**

Assist technicians in servicing and repair of electronic equipment: radios, tv., radar, etc.

### **Suggested for WEX12 PROGRAM:**

Info. Tech. & Science

## **(23) CANADIAN FISHING COMPANY - PAYROLL**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

## **Junior Accounting Clerk**

Students may be able to do data entry and clerical duties. This position will be deal with confidential information.

### **Suggested for WEX12 PROGRAM:**

Business

## **(499) CAREER RESOURCE CENTER -**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

## **Administrative Assistant**

Receptionist duties: answering phones, general inquiries. Clerk/Typist duties: filing, typing, computer work, office machines operation. Other general tasks as assigned.

### **Suggested for WEX12 PROGRAM:**

Business



## **(663) CARLINE AUTOCARE CENTRE**

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### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 8:00 AM to 5:00 PM

## **Automotive Technician**

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.

### **Suggested for WEX12 PROGRAM:**

Trades Technology

## **(44) CBC RADIO I -**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

Morning Placement Only.

**Hours** 5:00 AM to 12:00 PM

## **Production Assistant**

Assist associate producer in production of morning show. This may involve clerical duties and production tasks.

### **Suggested for WEX12 PROGRAM:**

Business & Fine Arts

## **(573) CERTIFIED WELDING & MACHINING -**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 5:00 PM

## **Welder - Metal Fabricator**

Assist metal fabricators in various duties as assigned: welding, cutting, bending, construction and erection, etc.

### **Suggested for WEX12 PROGRAM:**

Trades Technology

## **(612) CITY FURNITURE -**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 9:00 AM to 6:00 PM

## **Warehouseman / Swamper**

Delivery furniture, restocking floor, unloading trailers, storing furniture, furniture assembly and repair. Other duties may be assigned.

### **Suggested for WEX12 PROGRAM:**

Business

## **(49) CITY OF PRINCE RUPERT - AQUATIC CENTER**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

**Hours** 8:00 AM to 4:30 PM

## **Recreation Assistant - Aquatic**

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.

### **Suggested for WEX12 PROGRAM:**

Sport & Recreation

## **(51) CITY OF PRINCE RUPERT - ENGINEERING & DEVELOPMENT SERVICES**

### **Dress Code**

Work clothes, safety toed boots suggested, hard hat supplied, rain protective gear needed, safety vest supplied.

### **Special Notes**

**Hours** 8:30 AM to 4:00 PM

## **City Engineer**

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.

### **Suggested for WEX12 PROGRAM:**

Technology & Science

**(54) CITY OF PRINCE RUPERT - GARAGE**

**Dress Code**

Work clothes (jeans, etc.) Safety equipment will be supplied.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:30 AM to 4:30 PM

**Mechanic - Heavy Duty**

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.

**Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

**(351) CITY OF PRINCE RUPERT - RECREATION**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

**Hours** 8:30 AM to 4:30 PM

**Recreation Assistant**

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.

**Suggested for WEX12 PROGRAM:**

Sport & Recreation  
Special Education

**(486) CITY OF PRINCE RUPERT - INFORMATION SERVICES**

**Dress Code**

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.

**Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 8:00 AM to 4:30 PM

**Computer Technician**

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.

**Suggested for WEX12 PROGRAM:**

Info. Tech. & Science

**(642) CITY OF PRINCE RUPERT - RECREATION OFFICE**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

**Office Assistant**

Receptionist duties: answering phones, general inquiries. Other duties that may be assigned are filing, typing, computer work, and office machines operation.

**Suggested for WEX12 PROGRAM:**

Sport & Recreation  
Special Education

**(659) CITY OF PRINCE RUPERT - FINANCIAL SERVICES**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:00 AM to 4:30 PM

**Accountant / Bookkeeper**

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.

**Suggested for WEX12 PROGRAM:**

Business

**(58) CITYWEST - SERVICE**

**Dress Code**

Work clothes, safety toed boots required.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 4:00 PM

**Installer/ Repair person**

Assist installers in phone installations and repairs.

**Suggested for WEX12 PROGRAM:**

Info. Tech. & Science

## **(272) CITYWEST - CABLE DIVISION**

### **Dress Code**

Work clothes; jeans ok; Safety Toed Boots or Rubbers required

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:30 AM to 5:00 PM

## **Cable Installer**

Work under direction of cable technicians to install and maintain cable equipment and lines and other necessary duties.

### **Suggested for WEX12 PROGRAM:**

Info. Tech. & Science

## **(545) COAST ISLE ENGINEERING -**

### **Dress Code**

Casual clothing o.k. - jeans, etc. Safety equipment (steel toed boots) will be required for field visits.

### **Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 9:00 AM to 5:00 PM

## **Structural Engineer**

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.

### **Suggested for WEX12 PROGRAM:**

Science

## **(63) COAST PRINCE RUPERT HOTEL - HOUSEKEEPING**

### **Dress Code**

Casual clothing o.k. - jeans, etc. Uniform provided, wear comfortable shoes, light clothing (it gets warm).

### **Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 12:00 PM

## **Housekeeper**

Make beds, vacuum rooms, clean bathrooms, change shower curtain, polish furniture, change drapes, detail room, sort laundry.

### **Suggested for WEX12 PROGRAM:**

Human Services

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

**Dress Code**

Black pants, white shirt. Black shoes or runners.

**Special Notes**

**Hours** 8:00 AM to 5:00 PM

**Desk Clerk**

Check in and out guests, use communication and hospitality skills, deal with complaints, do billing procedures, stock shelves, answer phone, take reservations.

**Suggested for WEX12 PROGRAM:**

Human Services & Tourism

**(656) COASTAL EYECARE -**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 5:30 PM

**Optometrist**

Observe examinations and other activities of the eye clinic. Some clerical tasks may be assigned.

**Suggested for WEX12 PROGRAM:**

Science

**(67) CONRAD ELEMENTARY  
SCHOOL - PRIMARY DIVISIONS**

**Dress Code**

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.

**Special Notes**

**Hours** 8:30 AM to 4:30 PM

**Elementary Teacher - Primary**

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.

**Suggested for WEX12 PROGRAM:**

Human Services

**(68) CONRAD ELEMENTARY  
SCHOOL - INTERMEDIATE DIVISION**

**Dress Code**

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.

**Special Notes**

**Hours** 8:30 AM to 4:00 PM

**Elementary Teacher - Intermediate**

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.

**Suggested for WEX12 PROGRAM:**

Human Services

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

**Dress Code**

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.

**Special Notes**

**Hours** 8:30 AM to 3:15 PM

**Library Clerk**

Assist library staff in various duties: shelving books, sorting and ordering to system, assisting students and other duties that may be assigned.

**Suggested for WEX12 PROGRAM:**

Business

**(552) CONRAD ELEMENTARY  
SCHOOL - MAIN OFFICE**

**Dress Code**

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.

**Special Notes**

CONFIDENTIALITY MUST BE PRACTISED.

**Hours** 8:00 AM to 4:30 PM

**School Office Secretary**

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.

**Suggested for WEX12 PROGRAM:**

Business

## **(494) CORNERSTONES WELLNESS CLINIC -**

### **Dress Code**

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.

### **Special Notes**

Interview with employer may be required before being accepted for placement.  
Confidentiality must be practised.

**Hours** 9:00 AM to 5:15 PM

## **Alternative Medicine Practitioner**

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.

### **Suggested for WEX12 PROGRAM:**

Science & Social Sciences

## **(70) COURT REGISTRY -**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

## **Court Clerk**

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.

### **Suggested for WEX12 PROGRAM:**

Business & Law

## **(636) COW BAY CAFE -**

### **Dress Code**

Casual clothing o.k. - jeans, etc. Closed toed shoes must be worn - no sandals. Female students please dress conservatively.

### **Special Notes**

Confidentiality must be practised.

**Hours** 10:30 AM to 3:00 PM

## **Food Server**

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.

### **Suggested for WEX12 PROGRAM:**

Business



## **(316) COWPUCCINO'S COFFEE HOUSE -**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

**Hours** 8:00 AM to 6:00 PM

## **Server**

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.

### **Suggested for WEX12 PROGRAM:**

Business & Human Service

## **(71) CREST HOTEL - FOOD SERVICES**

### **Dress Code**

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.

### **Special Notes**

**Hours** 8:00 AM to 5:30 PM

## **Cook**

Work in kitchen prepping food. This will involve a variety of tasks and duties to be assigned during the placement.

### **Suggested for WEX12 PROGRAM:**

Human Services  
Special Education

## **(436) CREST MOTOR HOTEL - HOUSEKEEPING**

### **Dress Code**

Uniform supplied. Wear comfortable shoes.  
STUDENTS WILL BE ACCOMPANIED BY CHILDCARE WORKER.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:00 AM to 4:00 PM

## **Housekeeper**

Make beds, vacuum rooms, clean bathrooms, change shower curtain, polish furniture, change drapes, detail room, sort laundry.

### **Suggested for WEX12 PROGRAM:**

Human Services  
Special Education

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

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 5:00 PM

**Plumber**

Work with certified plumber tradesperson in a variety of tasks related to plumbing, pipefitting, and gas installations.

**Suggested for WEX12 PROGRAM:**

Trades Technology

**(508) DATABOY COMPUTER SERVICES -**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 9:00 AM to 5:30 PM

**Computer Technician**

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.

**Suggested for WEX12 PROGRAM:**

Info. Tech. & Science

**(662) DICK BURY HAIR DESIGN -**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 9:00 AM to 5:00 PM

**Hair Stylist**

Reception - front: phone, make appointments, customer service, retail sales. Assistance - shampoos and perms. Cleanup.

**Suggested for WEX12 PROGRAM:**

Human Services

**(78) DISCOVERY CHILDCARE CENTRE -**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

IF AGE 14 AND OLDER, A CRIMINAL RECORD CHECK IS REQUIRED PRIOR TO PLACEMENT.

**Hours** 8:00 AM to 5:30 PM

**Daycare worker**

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.

**Suggested for WEX12 PROGRAM:**

Human Services

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

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 3:15 AM

**Speech Therapist**

Observe and participate in speech language therapy sessions at different schools. Clerical tasks related to position may also be assigned.

**Suggested for WEX12 PROGRAM:**

Human Services

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

**Dress Code**

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.

**Special Notes**

CONFIDENTIALITY MUST BE PRACTISED.

**Hours** 8:00 AM to 4:00 PM

**Elementary Band Teacher**

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.)

**Suggested for WEX12 PROGRAM:**

Fine Arts

**(462) DISTRICT #52 EDUCATIONAL SERVICES - HEARING RESOURCES**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 3:30 PM

**Teacher of Deaf and Hard of Hearing**

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.

**Suggested for WEX12 PROGRAM:**

Social Sciences & Human Services

**(514) DISTRICT #52 EDUCATIONAL SERVICES - OCCUPATIONAL THERAPY**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 3:15 AM

**Occupational Therapist**

Observe and assist occupational therapist sessions at different schools. Clerical tasks related to position may also be assigned.

**Suggested for WEX12 PROGRAM:**

Human Services

**(369) DISTRICT #52 MAINTENANCE - CARPENTRY**

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 4:00 PM

**Carpenter**

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.

**Suggested for WEX12 PROGRAM:**

Technology & Science

**(370) DISTRICT #52 MAINTENANCE  
- PAINT**

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 4:00 PM

**Painter**

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.

**Suggested for WEX12 PROGRAM:**

Technology & Science

**(371) DISTRICT #52 MAINTENANCE  
- PLUMBING**

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 4:00 PM

**Pipe Trades**

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.

**Suggested for WEX12 PROGRAM:**

Technology & Science

**(372) DISTRICT #52 MAINTENANCE  
- ELECTRICIAN**

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 4:00 PM

**Electrician**

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.

**Suggested for WEX12 PROGRAM:**

Technology & Science

**(210) DR. D. GOLJAK - DENTAL CLINIC**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 5:00 PM

**Dental Receptionist / Assistant**

Answering phone, booking patients, filing, assisting dentist when needed.

**Suggested for WEX12 PROGRAM:**

Business & Human Services

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

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 5:30 PM

**Orthodontist**

Assist orthodontist with various tasks. Placement is primarily observational and only for four days a month. Dates will vary month to month.

**Suggested for WEX12 PROGRAM:**

Science

**(84) DR. V. ADAM - DENTAL OFFICE**

**Dress Code**

Neat presentable casual clothing (pastels), comfortable shoes, uniform may be provided. No midriffs showing.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:00 AM to 5:30 PM

**Dental Assistant / Dentist**

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.

**Suggested for WEX12 PROGRAM:**

Human Services & Science

**(85) DR. WILLIAM REDMAN -  
DENTAL OFFICE**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:00 AM to 5:00 PM

**Dental Assistant and/or Dentist**

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.

**Suggested for WEX12 PROGRAM:**

Human Services & Science

**(511) DWAYNE DAVEY DRYWALL -**

**Dress Code**

Work clothes, safety toed boots required, other safety equipment will be supplied.

**Special Notes**

Safety equipment must be worn on site.  
Interview may be required prior to placement.

**Hours** 8:00 AM to 5:00 PM

**Drywaller**

Assist journeyman drywaller in various construction tasks: drywall, construction renovations, cement work, etc.

**Suggested for WEX12 PROGRAM:**

Trades Technology

**(88) EAGLE BLUFF ENTERPRISES -**

**Dress Code**

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.

**Special Notes**

**Hours** 9:00 AM to 4:30 AM

**Bookkeeper**

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.

**Suggested for WEX12 PROGRAM:**

Business

## **(592) EAGLE NEST CHILDCARE -**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

If age 14 and older, a Criminal Record check is required prior to placement.

**Hours** 8:00 AM to 5:00 PM

## **Daycare Worker**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services

## **(89) EBY & SONS CONSTRUCTION LTD. -**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

**Hours** 8:00 AM to 4:00 PM

## **Labourer**

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.

### **Suggested for WEX12 PROGRAM:**

Technology

## **(90) ELAN TRAVEL -**

### **Dress Code**

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.

### **Special Notes**

**Hours** 9:00 AM to 5:00 PM

## **Travel Agent**

Clerical functions - stamping documents, phone answering, sorting invoices, reporting functions, business reports, typing, filing, deliver tickets, doing mail.

### **Suggested for WEX12 PROGRAM:**

Business & Hospitality/Tourism



**(537) ENTIRE AUTOMOTIVE SERVICES LTD. -**

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 8:00 AM to 8:00 PM

**Automotive Technician**

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.

**Suggested for WEX12 PROGRAM:**

Trades Technology

**(389) FAIRVIEW MANAGEMENT -**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 5:00 PM

**Office Assistant**

Perform clerical duties as assigned: typing, filing, maintaining records, handling postage, etc.

**Suggested for WEX12 PROGRAM:**

Human Services

**(603) FAIRVIEW MANAGEMENT -**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 5:00 PM

**Community Support Worker**

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.

**Suggested for WEX12 PROGRAM:**

Human Services

## **(96) FARWEST SPORT & CYCLE -**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

**Hours** 9:30 AM to 5:30 PM

## **Store clerk**

Handle stock, price items, face shelves, deal with customers. Assist in bike repair shop.

### **Suggested for WEX12 PROGRAM:**

Business & Sport/Recreation

## **(97) FELLOWSHIP BAPTIST PRE-SCHOOL -**

### **Dress Code**

Neat comfortable clothing. Low heeled shoes, be prepared for inclement weather as outside supervision is required. No midriffs showing.

### **Special Notes**

IF AGE 14 AND OLDER, A CRIMINAL RECORD CHECK IS REQUIRED PRIOR TO PLACEMENT.

**Hours** 8:30 AM to 3:30 PM

## **Early Childhood Educator**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services

## **(99) FISHERIES & OCEANS CANADA NORTH COAST - RESOURCE MANAGEMENT**

### **Dress Code**

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.

### **Special Notes**

**Hours** 8:00 AM to 4:30 PM

## **Fish Biologist**

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.

### **Suggested for WEX12 PROGRAM:**

NRS & Science

**(100) FISHERIES & OCEANS CANADA  
NORTH COAST - ENFORCEMENT  
DIVISION**

**Dress Code**

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.

**Special Notes**

Safety equipment must be worn on site.  
May require some weekend work.

**Hours** 8:00 AM to 4:30 PM

**Fishery Officer**

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 overnighting.

**Suggested for WEX12 PROGRAM:**

NRS & Science

**(102) FISHERIES & OCEANS CANADA  
NORTH COAST - ADMINISTRATION**

**Dress Code**

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.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 4:30 PM

**Administrative Assistant**

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.

**Suggested for WEX12 PROGRAM:**

Business

**(103) FISHERIES & OCEANS CANADA  
NORTH COAST - OCEANS HABITAT  
ENHANCEMENT BRANCH**

**Dress Code**

Work clothes, rubber boots, raingear.

**Special Notes**

**Hours** 8:30 AM to 4:30 PM

**Habitat Biologist or Technician**

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.

**Suggested for WEX12 PROGRAM:**

NRS & Science

## **(503) FOUR SEASONS FLOWERS -**

### **Dress Code**

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.

### **Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 9:00 AM to 5:00 PM

## **Retail Clerk**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services

## **(106) FRANK'S AUTO REPAIR (1996)**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

**Hours** 8:00 AM to 5:00 PM

## **Automotive Technician**

Assist mechanic - clean parts. Observation of and work with mechanic - oil changes, lubes, brakes, tune-ups, major repair. Propane conversions.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

## **(107) FRIENDSHIP HOUSE ASSOCIATION - COMMUNITY SERVICE**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

Interview with employer is required before being accepted for placement.

**Hours** 8:30 AM to 5:00 PM

## **Community Service Worker**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services

## **(108) FRIENDSHIP HOUSE NURSERY SCHOOL -**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

IF AGE 14 AND OLDER, A CRIMINAL RECORD CHECK IS REQUIRED PRIOR TO PLACEMENT.

**Hours** 9:00 AM to 3:30 PM

## **Daycare Worker Assistant**

Assist children in various activities, make paints, cleanup. Spend time conversing with children. Prep and cleanup snacks. General cleanup.

### **Suggested for WEX12 PROGRAM:**

Human Services

## **(617) FROSTY REFRIGERATION & AIR CONDITIONING -**

### **Dress Code**

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.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:30 AM to 5:00 PM

## **Refrigeration Technician**

Assist technician when repairing refrigeration and air conditioning equipment. This will take place on boats as well as land based areas.

### **Suggested for WEX12 PROGRAM:**

Trades Technology

## **(518) GITMAXMAK'AY NISGA'A SOCIETY -**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

## **Receptionist**

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.

### **Suggested for WEX12 PROGRAM:**

Business

**(638) GOOD TIMES GAMES & ELECTRONICS -**

**Dress Code**

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.

**Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 10:00 AM to 5:30 PM

**Computer Sales and Service Person**

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.

**Suggested for WEX12 PROGRAM:**

Technology & Science

**(593) GRASSY BAY SERVICE LTD. -**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

Confidentiality must be practised.

**Hours** 7:00 AM to 9:00 PM

**Gas Station Attendant**

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.

**Suggested for WEX12 PROGRAM:**

Business

**(572) GRIFFITH-ZAHNER - BARRISTER & SOLICITOR**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised. Interview with employer may be required before acceptance.

**Hours** 8:00 AM to 5:00 PM

**Lawyer**

Shadow a lawyer for a day. Attend court, assist in office, and other duties as may be assigned.

**Suggested for WEX12 PROGRAM:**

Social Sciences

## **(463) HARBOUR MACHINING -**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 5:00 PM

## **Welder - Metal Fabricator**

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.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

## **(500) HAWKAIR -**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 11:00 AM to 3:00 PM

## **Customer Service Agent**

Assist passengers in check in process, loading bus, and boarding at airport.

### **Suggested for WEX12 PROGRAM:**

Business & Human Services

## **(393) HECATE STRAIT EMPLOYMENT DEVELOPMENT SOCIETY -**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

## **Clerical Assistant**

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.

### **Suggested for WEX12 PROGRAM:**

Business  
Special Education

**(26) HIGHLINER PLAZA HOTEL & CONFERENCE CENTER - FOOD SERVICE**

**Dress Code**

Girls: dark skirts, coloured blouse; Boys: dark pants, white dress shirt. No runners.

**Special Notes**

**Hours** 8:30 AM to 2:00 PM

**Busperson**

Set tables, and clean. Serve tables - coffee, drinks, food. Assist with catering meetings, banquets, weddings, and dinners.

**Suggested for WEX12 PROGRAM:**

Human Services  
Special Education

**(27) HIGHLINER PLAZA HOTEL & CONFERENCE CENTER - KITCHEN**

**Dress Code**

Sneakers ok. Uniform supplied. Wear comfortable clothes.

**Special Notes**

**Hours** 8:00 AM to 2:30 PM

**Cook**

Prep for salad, soup, and veggies. Slicing cheese and meat. Soup making. Receiving stocks and storing.

**Suggested for WEX12 PROGRAM:**

Human Services  
Special Education

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

**Dress Code**

Black pants (joggers okay) with white T shirt (no logos), long hair must be put up, sneakers ok. Comfortable shoes a must.

**Special Notes**

**Hours** 8:00 AM to 4:30 PM

**Housekeeper**

Clean rooms by vacuuming, dusting, washing windows, cleaning bathrooms. Clean lobby, and do laundry.

**Suggested for WEX12 PROGRAM:**

Human Services



## **(29) HIGHLINER PLAZA HOTEL & CONFERENCE CENTER - FRONT DESK**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:00 AM to 5:00 PM

## **Front Desk Clerk**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services & Tourism

## **(665) HIGHLINER PLAZA HOTEL & CONFERENCE CENTER - BUILDING MAINTENANCE**

### **Dress Code**

Work clothes (jeans, etc.)

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 5:00 PM

## **Maintenance Worker**

Maintain hotel facilities - students may be exposed to a variety of trades: carpentry, plumbing, hvac, and electrical in carrying a variety of repair tasks.

### **Suggested for WEX12 PROGRAM:**

Trades Technology

## **(202) HOME HARDWARE BUILDING SUPPLY -**

### **Dress Code**

Work clothes, raingear recommended, safety toed boots required.

### **Special Notes**

**Hours** 8:30 AM to 5:30 PM

## **Retail Clerk**

Replenish stock on floor, face shelves and stock, and clean stock on shelves and on floor. Deal with customers. Other duties may be assigned.

### **Suggested for WEX12 PROGRAM:**

Business  
Special Education

## **(122) J & J CONSTRUCTION -**

### **Dress Code**

Work clothes, and safety toed boots required.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:30 AM to 4:30 PM

## **Carpenter**

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.

### **Suggested for WEX12 PROGRAM:**

Technology

## **(125) JIM WEST SIGNS LTD. -**

### **Dress Code**

Work clothes (jeans, etc.)

### **Special Notes**

**Hours** 9:00 AM to 4:00 PM

## **Sign Painter**

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.

### **Suggested for WEX12 PROGRAM:**

Fine Arts  
Special Education

## **(126) JOE'S AUTO BODY -**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

**Hours** 8:00 AM to 5:00 PM

## **Auto Body Repair person**

Safety orientation, cleanup, detail work on cars, body repair assistance -- body work, sanding, masking, changing parts.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

## **(477) JOHAL & ASSOCIATES -**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 5:00 PM

## **Accounting Student**

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.

### **Suggested for WEX12 PROGRAM:**

Business

## **(127) JOHNNY'S MACHINE SHOP -**

### **Dress Code**

Safety Toed footwear, ear and eye protection is required.

### **Special Notes**

**Hours** 8:00 AM to 5:00 PM

## **Machinist**

Lathe work - threading, turning. Sharpening tool bits, welding, and milling. Math ability important - especially fractions. Micrometer experience useful.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

## **(650) KAL TIRE #119 -**

### **Dress Code**

Safety Toed Boots or Rubbers required

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 6:00 PM

## **Mechanic**

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.

### **Suggested for WEX12 PROGRAM:**

Trades Technology

## **(558) KIDS DAYCARE -**

### **Dress Code**

Casual clothing o.k. - jeans, etc. Female students dress conservatively - no skin showing or low cut tops.

### **Special Notes**

IF AGE 14 AND OLDER, A CRIMINAL RECORD CHECK IS REQUIRED PRIOR TO PLACEMENT.

**Hours** 7:45 AM to 6:00 PM

## **Daycare Worker**

Assist children in various activities, make paints, cleanup. Spend time conversing with children. Prep and cleanup snacks. General cleanup.

### **Suggested for WEX12 PROGRAM:**

Human Services

## **(137) LAX K'XEEN ELEMENTARY SCHOOL - PRIMARY DIVISIONS**

### **Dress Code**

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.

### **Special Notes**

**Hours** 8:30 AM to 3:30 AM

## **Elementary Teacher - Primary**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services

## **(138) LAX K'XEEN ELEMENTARY SCHOOL - INTERMEDIATE DIVISIONS**

### **Dress Code**

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.

### **Special Notes**

**Hours** 8:30 AM to 4:00 PM

## **Elementary Teacher - Intermediate**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services

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

**Dress Code**

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.

**Special Notes**

**Hours** 8:30 AM to 3:30 AM

**Teacher Librarian**

Assist Librarian and other teacher assistants in various duties as assigned: carding books, shelving and receiving books. Assist students in subject and theme searches.

**Suggested for WEX12 PROGRAM:**

Human Services

**(153) LEANNE'S PET SHOP -**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

Should love animals.

**Hours** 9:30 AM to 5:30 PM

**Animal Store Clerk**

Feed and clean animals; face stock and replenish; assist customers; and clean store. May be assigned other duties as needed.

**Suggested for WEX12 PROGRAM:**

General Use

**(200) LESTER CENTRE FOR THE  
ARTS - TECHNICAL**

**Dress Code**

For setup - work clothes, safety toed shoes suggested. For performance events - black pants and shoes and long sleeved black shirts.

**Special Notes**

**Hours** 9:00 AM to 12:00 AM

**Theatre Technician**

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.

**Suggested for WEX12 PROGRAM:**

Fine Arts & Technology

**(353) LESTER CENTRE FOR THE ARTS - ADMINISTRATION**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

**Hours** 9:00 AM to 4:30 PM

**Theatre Manager**

Work with manager performing “front end duties”: booking events, ticket sales, advertising, maintaining theatre.

**Suggested for WEX12 PROGRAM:**

Fine Arts & Technology

**(158) MACKENZIE COUNTRYWIDE FURNITURE & APPLIANCES - WAREHOUSE**

**Dress Code**

Work clothes (jeans, etc.)

**Special Notes**

**Hours** 9:00 AM to 6:00 PM

**Warehouse person**

Delivery furniture, restocking floor, unloading trailers, storing furniture, furniture assembly and repair.

**Suggested for WEX12 PROGRAM:**

General Use

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

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 6:00 PM

**Accountant**

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.

**Suggested for WEX12 PROGRAM:**

Business

## **(635) MACKENZIE COUNTRYWIDE FURNITURE & APPLIANCES - SALES**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 6:00 PM

## **Interior Designer**

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.

### **Suggested for WEX12 PROGRAM:**

Fine Arts

## **(667) MACRO PROPERTIES - OFFICE**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 5:00 PM

## **Office Worker**

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.

### **Suggested for WEX12 PROGRAM:**

Business

## **(668) MACRO PROPERTIES - MAINTENANCE**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 9:00 AM to 5:00 PM

## **Maintenance Worker**

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.

### **Suggested for WEX12 PROGRAM:**

Trades Technology

## **(622) MAHER TERMINALS - MAINTENANCE**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 6:00 PM

## **Millwright or Heavy Duty Mechanic**

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.

### **Suggested for WEX12 PROGRAM:**

Trades Technology

## **(624) MAHER TERMINALS - OFFICE**

### **Dress Code**

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.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 5:00 PM

## **Clerical Assistant**

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.

### **Suggested for WEX12 PROGRAM:**

Business & Human Services

## **(652) MAHER TERMINALS - ELECTRICAL MAINTENANCE**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

Interview and a security check may be required.

**Hours** 8:00 AM to 4:00 PM

## **Electrician**

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.

### **Suggested for WEX12 PROGRAM:**

Technology & Science



## **(676) MAHER TERMINALS - OPERATIONS**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

Interview and a security check may be required.

**Hours** 8:00 AM to 4:00 PM

## **Operations Technician**

Observe operations for both ship and shore. Some duties may be assigned as warrant and needed.

### **Suggested for WEX12 PROGRAM:**

Technology & Science

## **(161) MARINEX SHEET METAL LTD. -**

### **Dress Code**

Safety Toed Boots or Rubbers. Work clothes. Gloves, face masks, other safety equipment supplied. Driver's license would be an asset.

### **Special Notes**

**Hours** 8:00 AM to 4:30 PM

## **Welder - Metal Fabricator**

Assist welders: lifting, positioning. Pickup and delivery. Cutting and shearing. Observe: design/layout, cutting/shearing, forming, welding. Assemble parts.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

## **(454) MARK'S WORK WEARHOUSE -**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 9:30 AM to 6:00 AM

## **Sales Associate**

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.

### **Suggested for WEX12 PROGRAM:**

Business & Human Service Worker

## **(164) MAVERICK MART -**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

**Hours** 8:30 AM to 5:00 PM

## **Retail Clerk**

Food prep. - chicken, deepfry, cleaning. Stocking shelves, coolers, dairy, pop. Store maintenance. Facing shelves. Deli packaging.

### **Suggested for WEX12 PROGRAM:**

Business

## **(165) MCDONALD'S -**

### **Dress Code**

Uniform provided. Black shoes (clean sneakers okay) . Locker lock.

### **Special Notes**

Students will be required to do an assessment prior to their placement start.

**Hours** 8:00 AM to 5:30 PM

## **Food Sales Person**

Can work in different areas of restaurant: counter sales, kitchen, lobby service, and outside maintenance. Must take computer assessment program to be accepted.

### **Suggested for WEX12 PROGRAM:**

Human Services  
Special Education

## **(531) METLAKATLA ABORIGINAL HEADSTART PROGRAM -**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

If age 14 and older, a Criminal Record check is required prior to placement.

**Hours** 9:00 AM to 4:00 PM

## **Daycare Worker**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services

**(168) METLAKATLA BAND COUNCIL  
- OFFICE**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

**Hours** 8:30 AM to 4:30 PM

**Clerk**

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.

**Suggested for WEX12 PROGRAM:**

Business

**(230) METLAKATLA DEVELOPMENT  
CORPORATION -**

**Dress Code**

Work clothes (jeans, etc.)

**Special Notes**

**Hours** 8:00 AM to 4:30 PM

**Deckhand**

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.

**Suggested for WEX12 PROGRAM:**

All Programs

**(172) NAPA AUTO PARTS -**

**Dress Code**

Work clothes (jeans, etc.)

**Special Notes**

**Hours** 8:00 AM to 5:00 PM

**Partsperson**

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.

**Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

## **(183) NORTH PACIFIC CANNERY VILLAGE MUSEUM - TOURISM**

### **Dress Code**

Work clothes (jeans, etc.)

### **Special Notes**

**Hours** 8:00 AM to 4:30 PM

## **Vistor's Services Attendant**

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.

### **Suggested for WEX12 PROGRAM:**

Business & Hospitality/Tourism

## **(114) NORTH PACIFIC SEAPLANES - CUSTOMER SERVICE**

### **Dress Code**

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.

### **Special Notes**

**Hours** 7:30 AM to 4:30 PM

## **Customer Service Rep.**

Students will be assigned to ticket passengers, provided schedule information, operate various office machinery.

### **Suggested for WEX12 PROGRAM:**

Human Services & Hospitality/Tourism

## **(115) NORTH PACIFIC SEAPLANES - MAINTENANCE**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

**Hours** 8:00 AM to 6:00 PM

## **Aviation Mechanic**

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.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

## **(363) NORTH PACIFIC SEAPLANES - FREIGHT DIVISION**

### **Dress Code**

Work clothes, be prepared for inclement weather, and safety toed boots required.

### **Special Notes**

Should be physically fit as this is demanding job. Safety equipment must be worn while on the worksite: safety toed boots or shoes. Ear protectors are also recommended.

**Hours** 7:30 AM to 4:30 PM

## **Freight Handler**

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.

### **Suggested for WEX12 PROGRAM:**

All programs

## **(189) NORTHERN SAVINGS CREDIT UNION -**

### **Dress Code**

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.

### **Special Notes**

**Hours** 9:00 AM to 5:00 PM

## **Financial Services Rep.**

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.

### **Suggested for WEX12 PROGRAM:**

Business

## **(630) NORTHERN VIEW - ADVERTISING**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 5:00 PM

## **Advertising Salesperson**

Students will exposed to advertising sales - how to sell, getting new accounts, servicing existing accounts. May be able to do computer assisted layout.

### **Suggested for WEX12 PROGRAM:**

Business & Fine Arts

## **(631) NORTHERN VIEW - EDITORIAL**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 5:00 PM

## **Journalist**

Research, reporting- interviews, writing, background research.

### **Suggested for WEX12 PROGRAM:**

Business & Fine Arts

## **(274) NORTHWEST HEALTH UNIT - COMMUNITY HEALTH DIVISION**

### **Dress Code**

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.

### **Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 8:30 AM to 4:30 PM

## **Community Health Nurse**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services & Science

## **(675) NORTHWEST HEALTH UNIT - SPEECH & LANGUAGE**

### **Dress Code**

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.

### **Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 8:30 AM to 4:30 PM

## **Speech Language Pathologist**

Observe and participate in speech language therapy sessions. Clerical tasks related to position may also be assigned.

### **Suggested for WEX12 PROGRAM:**

Human Services & Science

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

**Dress Code**

Black shoes and pants. Clean and well groomed. White shirt. Apron supplied.

**Special Notes**

**Hours** 9:00 AM to 6:00 PM

**General Clerk**

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.

**Suggested for WEX12 PROGRAM:**

Business

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

**Dress Code**

Black or white sneakers. Clean and well groomed. White shirt and pants. Apron and hat supplied.

**Special Notes**

**Hours** 9:00 AM to 6:00 PM

**Baker**

Baking - bread, rolls, sweet goods. Cake decoration, packaging, bread slicing, filling shelves, breakout product - warehouse. Merchandising displays. Clean up.

**Suggested for WEX12 PROGRAM:**

Human Services

**(198) PACIFIC COAST VETERINARY  
HOSPITAL -**

**Dress Code**

Work clothes (jeans, etc.)

**Special Notes**

**Hours** 9:00 AM to 12:00 PM

**Veterinarian or Animal Health  
Technician**

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.

**Suggested for WEX12 PROGRAM:**

Science

## **(451) PACIFIC INN - FRONT DESK**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:00 AM to 5:00 PM

## **Front Desk Clerk**

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.

### **Suggested for WEX12 PROGRAM:**

Tourism & Human Services

## **(452) PACIFIC INN - HOUSEKEEPING**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:00 AM to 5:00 PM

## **Housekeeper**

Assist housekeepers in making up rooms: vaccuming, dusting, making beds, cleaning bathrooms, and other tasks as may be assigned.

### **Suggested for WEX12 PROGRAM:**

Tourism & Human Services

## **(203) PINERIDGE ELEMENTARY SCHOOL - PHYSICAL EDUCATION**

### **Dress Code**

Sweat pants and t shirts with appropriate labelling.

### **Special Notes**

**Hours** 8:30 AM to 4:00 PM

## **Elementary Teacher - P. E. Specialist**

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.

### **Suggested for WEX12 PROGRAM:**

Sport & Recreation



**(204) PINERIDGE ELEMENTARY SCHOOL - PRIMARY DIVISIONS**

**Dress Code**

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.

**Special Notes**

**Hours** 8:30 AM to 4:00 PM

**Elementary Teacher - Primary**

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.

**Suggested for WEX12 PROGRAM:**

Human Services

**(205) PINERIDGE ELEMENTARY SCHOOL - INTERMEDIATE DIVISIONS**

**Dress Code**

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.

**Special Notes**

**Hours** 8:30 AM to 4:00 PM

**Elementary Teacher - Intermediate**

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.

**Suggested for WEX12 PROGRAM:**

Human Services

**(206) PINERIDGE ELEMENTARY SCHOOL - SCHOOL LIBRARY**

**Dress Code**

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.

**Special Notes**

**Hours** 8:30 AM to 4:00 PM

**School Librarian**

Assist Librarian and other teacher assistants in various duties as assigned: carding books, shelving and receiving books. Assist students in subject and theme searches.

**Suggested for WEX12 PROGRAM:**

Human Services

## **(207) PORT EDWARD ELEMENTARY SCHOOL - PRIMARY DIVISIONS**

### **Dress Code**

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.

### **Special Notes**

**Hours** 8:30 AM to 4:30 PM

## **Elementary Teacher - Primary**

Greet children. Assist moving children in class and within school. Assist children in answer questions, gym activities, math, language/reading, and recess.

### **Suggested for WEX12 PROGRAM:**

Human Services

## **(383) PRINCE RUPERT ABORIGINAL HEADSTART PROGRAM -**

### **Dress Code**

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.

### **Special Notes**

If age 14 and older, a Criminal Record check is required prior to placement.

**Hours** 8:30 AM to 4:00 PM

## **Daycare Worker**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services

## **(563) PRINCE RUPERT CITY & REGIONAL ARCHIVES -**

### **Dress Code**

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.

### **Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 10:00 AM to 3:00 PM

## **Archivist**

Assist archivists in maintaining local archives. Cataloging items, indexing items, data entry, doing historical research when requested, and other clerical duties.

### **Suggested for WEX12 PROGRAM:**

Social Sciences

**(438) PRINCE RUPERT COMMUNITY ENRICHMENT SOCIETY - ADMINISTRATION**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

**Administrative Assistant**

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.

**Suggested for WEX12 PROGRAM:**

Business & Human Services

**(647) PRINCE RUPERT COMMUNITY ENRICHMENT SOCIETY - PROGRAMS DIVISION**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

**Program Assistant**

May be to work in various programs assisting program directors and workers. May include clerical and clean up duties. Confidentiality is paramount.

**Suggested for WEX12 PROGRAM:**

Business & Human Services

**(212) PRINCE RUPERT FIRE RESCUE DEPARTMENT -**

**Dress Code**

Dark coloured pants okay but no blue jeans. Dark blue T-shirt or top. Black shoe or boots (runners okay).

**Special Notes**

Safety equipment must be worn on site. Interview with Fire Chief may be required prior to placement.

**Hours** 8:00 AM to 6:00 PM

**Firefighter**

General house cleaning duties, vehicle maintenance, code inspection of buildings, clerical duties, emergency calls, SCBA training, other training and film viewing.

**Suggested for WEX12 PROGRAM:**

Human Services

**(673) PRINCE RUPERT GRAIN LTD. - OPERATIONS**

**Dress Code**

Casual clothing o.k. - jeans, etc. Safety toed footwear required. Safety equipment will be supplied and must be worn.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 9:00 AM to 5:00 PM

**Operations Controller**

Observe operations procedures and shadow supervisor.

**Suggested for WEX12 PROGRAM:**

Business

**(213) PRINCE RUPERT LIBRARY -**

**Dress Code**

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.

**Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 9:00 AM to 6:00 PM

**Library Clerk**

Checking books in/out, empty book bin, shelving books, filling book truck, dating cards, checking A/V materials, mail handling, shelving paperback.

**Suggested for WEX12 PROGRAM:**

Business  
Special Education

**(459) PRINCE RUPERT LIBRARY - INTERNET**

**Dress Code**

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.

**Special Notes**

Interview with employer is required before being accepted for placement.

**Hours** 10:00 AM to 5:00 PM

**Internet Technician**

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.

**Suggested for WEX12 PROGRAM:**

Business  
Special Education

**(488) PRINCE RUPERT MIDDLE SCHOOL - PHYSICAL EDUCATION**

**Dress Code**

Gym strip: shoes, t-shirt, jogging pants, etc. Dress for outside as well.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 3:30 PM

**Jr. Secondary PE Teacher**

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.

**Suggested for WEX12 PROGRAM:**

Sport & Recreation

**(512) PRINCE RUPERT MIDDLE SCHOOL - TEACHING**

**Dress Code**

Gym strip: shoes, t-shirt, jogging pants, etc. Dress for outside as well.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 3:30 PM

**Jr. Secondary Teacher**

Assist teacher in deliver of school program and assigned classes. May be assigned to instruct small groups or individuals related to course curriculum.

**Suggested for WEX12 PROGRAM:**

Social Sciences

**(219) PRINCE RUPERT PORT AUTHORITY - MARKETING & BUSINESS DEVELOPMENT**

**Dress Code**

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.

**Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 8:30 AM to 4:30 PM

**Marketing Rep.**

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.

**Suggested for WEX12 PROGRAM:**

Business

**(218) PRINCE RUPERT PORT  
AUTHORITY - PROJECT  
DEVELOPMENT**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:00 AM to 4:30 PM

**Planner / Engineer**

Student may able to handle projects that include drafting skills, autocad work, and other tasks related to site planning and engineering.

**Suggested for WEX12 PROGRAM:**

NRS & Science

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

**Dress Code**

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.

**Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 8:00 AM to 4:30 PM

**Clerical Assistant**

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.

**Suggested for WEX12 PROGRAM:**

Business

**(221) PRINCE RUPERT REGIONAL  
HOSPITAL - FOOD SERVICE**

**Dress Code**

Neat School clothing - no jeans. Smock provided. Closed toed and heeled shoes. No sneakers. No midriffs showing.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 5:30 PM

**Food Service Worker**

Retrieve trays, strip and wipe. Make tossed salad, coffee, prep and clean for salad bar, load wagons.

**Suggested for WEX12 PROGRAM:**

Human Services

## **(222) PRINCE RUPERT REGIONAL HOSPITAL - HOUSEKEEPING**

### **Dress Code**

Neat School clothing - no jeans. Uniform provided. Closed toed and heeled shoes. Sneakers ok. No midriffs showing.

### **Special Notes**

Confidentiality must be practised.

**Hours** 7:30 AM to 3:30 PM

## **Housekeeping Aide or Cleaner**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services

## **(223) PRINCE RUPERT REGIONAL HOSPITAL - LAB**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

## **Lab Technologist**

Interview and observe lab techs. Work in each department with technologist.

### **Suggested for WEX12 PROGRAM:**

Human Services & Science

## **(225) PRINCE RUPERT REGIONAL HOSPITAL - REHABILITATION MEDICINE**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:00 PM

## **Physio and Occupational Therapist**

**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.

### **Suggested for WEX12 PROGRAM:**

Human Services & Science

**(228) PRINCE RUPERT REGIONAL HOSPITAL - MEDICAL IMAGING**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

**Medical Imaging Technologist**

Observe technologists in the performance of their duties in the X-Ray and Ultra Sound Departments.

**Suggested for WEX12 PROGRAM:**

Human Services & Science

**(229) PRINCE RUPERT REGIONAL HOSPITAL - LAUNDRY**

**Dress Code**

Neat School clothing - no jeans. Uniform provided. Closed toed and heeled shoes. Sneakers ok. No midriffs showing.

**Special Notes**

Confidentiality must be practised.

**Hours** 7:30 AM to 3:30 PM

**Laundry Worker**

Working in laundry: sorting items, filling machines, pressing, and folding and other assorted duties.

**Suggested for WEX12 PROGRAM:**

Human Services

**(532) PROGRESSIVE STEEL -**

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 5:00 PM

**Welder - Metal Fabricator**

Assist metal fabricators in various duties as assigned: welding, cutting, bending, construction and erection, etc.

**Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology



## **(644) PROGRESSIVE STEEL - OFFICE**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 5:00 PM

## **Office Assistant**

Receptionist duties: answering phones, general inquiries; Clerk/Typist duties: filing, typing, computer work, office machines operation.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

## **(233) QUADRA TRAVEL -**

### **Dress Code**

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.

### **Special Notes**

**Hours** 9:00 AM to 5:00 PM

## **Travel Counsellor**

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).

### **Suggested for WEX12 PROGRAM:**

Business & Hospitality/Tourism

## **(490) R & R REWINDING -**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

Safety equipment must be worn on site.  
Driver's license needed for this placement.

**Hours** 8:00 AM to 4:30 PM

## **Electrical Rewinder**

Assist journeyman electrician in wiring and other facets of electrical work involving electrical motors. Drivers license would be an asset.

### **Suggested for WEX12 PROGRAM:**

Trades Technology

**(235) RAINBOW CHRYSLER DODGE  
JEEP LTD. -**

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

**Hours** 8:00 AM to 5:00 PM

**Automotive Technician**

Observation of and work with mechanic - oil changes, lubes, brakes, tune-ups, major repair.

**Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

**(657) RAVEN'S PROFESSIONAL  
PIERCING & PERMANENT MAKEUP -**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 10:00 AM to 6:00 PM

**Tattoo Artist**

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.

**Suggested for WEX12 PROGRAM:**

Fine Arts

**(632) RE/MAX TINKER REALTY -**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 9:30 AM to 5:00 PM

Accompany realtors when showing listings, assist in office when able, and any other duties as may be assigned.

**Suggested for WEX12 PROGRAM:**

Business

## **(677) REITMAN'S -**

### **Dress Code**

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.

### **Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 9:00 AM to 6:00 PM

## **Retail Clerk**

Dealing with customers, handling stock, and paperwork associated with setting up sales, and promotions (tagging stock & signs). Assist cashier in bagging purchases.

### **Suggested for WEX12 PROGRAM:**

Business

## **(475) RIDLEY TERMINALS INC. - MECHANICAL**

### **Dress Code**

Casual clothing o.k. - jeans, etc. Safety toed footwear required. Other safety equipment will be supplied.

### **Special Notes**

Safety equipment must be worn on site. Interview may be required prior to acceptance.

**Hours** 8:00 AM to 5:00 PM

## **Heavy Duty / Auto Mechanics**

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.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

## **(476) RIDLEY TERMINALS INC. - MAINTENANCE**

### **Dress Code**

Casual clothing o.k. - jeans, etc. Safety toed footwear required. Safety equipment will be supplied.

### **Special Notes**

Safety equipment must be worn on site. Interview may be required prior to acceptance.

**Hours** 8:00 AM to 5:00 PM

## **Millwright**

Assist millwrights in various tasks and duties. Maintain and repair equipment related to coal transport.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

**(487) RIDLEY TERMINALS INC. -  
ELECTRICAL**

**Dress Code**

Casual clothing o.k. - jeans, etc. Safety toed footwear required. Other safety equipment will be supplied.

**Special Notes**

Safety equipment must be worn on site.  
Interview may be required prior to acceptance.

**Hours** 8:00 AM to 5:00 PM

**Electrician**

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.

**Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

**(302) RONA HOME CENTRE -**

**Dress Code**

Work clothes, safety toed boots required (warehouse / yard only). Shirt supplied.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:30 AM to 5:30 PM

**Building Supply Clerk**

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.

**Suggested for WEX12 PROGRAM:**

General Use

**(245) ROOSEVELT PARK  
COMMUNITY SCHOOL - LIBRARY**

**Dress Code**

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.

**Special Notes**

**Hours** 9:00 AM to 4:00 PM

**Teacher Librarian**

Assist Librarian and other teacher assistants in various duties as assigned: carding books, shelving and receiving books. Assist students in subject and theme searches.

**Suggested for WEX12 PROGRAM:**

Human Services

**(246) ROOSEVELT PARK  
COMMUNITY SCHOOL - PRIMARY  
DIVISIONS**

**Dress Code**

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.

**Special Notes**

**Hours** 8:30 AM to 3:30 PM

**Elementary Teacher - Primary**

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.

**Suggested for WEX12 PROGRAM:**

Human Services

**(344) ROOSEVELT PARK  
COMMUNITY SCHOOL -  
INTERMEDIATE DIVISIONS**

**Dress Code**

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.

**Special Notes**

**Hours** 8:30 AM to 3:30 PM

**Elementary Teacher - Intermediate**

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.

**Suggested for WEX12 PROGRAM:**

Human Services

**(536) RUPERT BOTTLE DEPOT -**

**Dress Code**

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.

**Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 10:00 AM to 6:00 PM

**Recycle Worker**

Sort and count bottles, clean up work area, answer phones, attend to customers. May operate till and other equipment needed to perform business tasks.

**Suggested for WEX12 PROGRAM:**

Business

## **(249) RUPERT MARINE SHIPPING -**

### **Dress Code**

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.

### **Special Notes**

**Hours** 9:00 AM to 5:00 PM

## **Marine Shipping Agent**

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.

### **Suggested for WEX12 PROGRAM:**

Business

## **(416) RUPERT SQUARE SHOPPING CENTRE - SECURITY**

### **Dress Code**

Black pants and white shirt. Black shoes (running).

### **Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 6:00 PM

## **Security Officer**

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.

### **Suggested for WEX12 PROGRAM:**

Law

## **(430) RUPERT TOWING -**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 5:00 PM

## **Salvage Yard Worker**

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.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

**(333) SAANICH PLUMBING & HEATING LTD. -**

**Dress Code**

Work clothes and safety toed boots required.

**Special Notes**

**Hours** 8:00 AM to 5:00 PM

**Plumbing & Heating Contractor**

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

**Suggested for WEX12 PROGRAM:**

Technology

**(566) SALTY CRAB GIFTS & SOUVENIRS -**

**Dress Code**

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.

**Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 9:30 AM to 6:00 PM

**Retail Clerk**

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.

**Suggested for WEX12 PROGRAM:**

Human Services & Business

**(253) SASSY'S -**

**Dress Code**

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.

**Special Notes**

**Hours** 9:00 AM to 5:00 PM

**Hairdresser**

Assist and observe stylists. Shampoo assistance. Tidy shampoo station. Clean and tidy stations. Laundry.

**Suggested for WEX12 PROGRAM:**

Human Services

## **(259) SEARS -**

### **Dress Code**

Work clothes (jeans, etc.)

### **Special Notes**

**Hours** 9:00 AM to 5:00 PM

## **Warehouse person**

Receiving stock, unload trailers, loading customer purchases, displaying merchandise on floor, cleanup.

### **Suggested for WEX12 PROGRAM:**

General Use

## **(544) SEASHORE CHARTERS -**

### **Dress Code**

Casual clothing o.k. - jeans, etc. Shirt and vest provided.

### **Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 8:00 AM to 8:30 PM

## **Marine Tour Guide**

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.

### **Suggested for WEX12 PROGRAM:**

Social Sciences

## **(260) SEASPORT OUTBOARD MARINE - REPAIR SHOP**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

**Hours** 8:30 AM to 5:00 PM

## **Small Engine Technician**

Mechanics assistant - clean parts, general inspection of engines. Cleanup. Parts inventory. Tidy service books.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology



## **(263) SHEAR PLEASURE -**

### **Dress Code**

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.

### **Special Notes**

**Hours** 9:30 AM to 5:30 PM

## **Hairdresser**

Reception - front: phone, make appointments, customer service, retail sales. Assistance - shampoos and perms. Cleanup. Laundry. Tanning bed and coffee room.

### **Suggested for WEX12 PROGRAM:**

Human Services

## **(265) SHERMAN GM SERVICE -**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

**Hours** 8:00 AM to 5:00 PM

## **Automotive Technician**

Wash cars. General maintenance. Drive customers home/work. Assist/shadow mechanic - lubes, pre-delivery inspections, mechanical repair.

### **Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

## **(648) SHOPPERS DRUG MART - MERCHANDISING**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 6:00 PM

## **Merchandiser**

Dealing with customers, replenishing stock, facing stock, learning about merchandise, store maintenance. May operate till and handle cash.

### **Suggested for WEX12 PROGRAM:**

Human Services

**(460) SHOPPERS DRUG MART -  
PHARMACY**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 9:00 PM

**Pharmacist**

Assist pharmacist in duties: filling prescriptions, clerical duties, labeling, inventory, and other tasks as may be assigned.

**Suggested for WEX12 PROGRAM:**

Science

**(602) SHUTTER SHACK -**

**Dress Code**

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.

**Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 5:00 PM

**Photo Store Clerk**

Display merchandise, front counter service, market art work, mat cutting and framing, assist in photography tasks, cleanup.

**Suggested for WEX12 PROGRAM:**

Business

**(220) SKEENA & QUEEN  
CHARLOTTES REGIONAL DISTRICT  
- RECYCLING DIVISION**

**Dress Code**

Safety Toed Boots or Rubbers required.

**Special Notes**

**Hours** 9:00 AM to 4:30 PM

**Labourer**

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.

**Suggested for WEX12 PROGRAM:**

Special Education

**(244) SMIT MARINE CANADA INC. -  
MARINE DIVISION**

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 4:30 PM

**Deckhand or Mate**

Tug - vessel maintenance/repair, line handling. Shop cleanup, yard maintenance.

**Suggested for WEX12 PROGRAM:**

General Use

**(251) SPCA - PRINCE RUPERT  
BRANCH -**

**Dress Code**

Work clothes (jeans, etc.) Raingear and rubber boots supplied.

**Special Notes**

**Hours** 9:00 AM to 5:00 PM

**Animal Shelter Worker**

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.

**Suggested for WEX12 PROGRAM:**

Natural Resources & Human Services  
Special Education

**(646) STUCK ON DESIGNS -**

**Dress Code**

Casual clothing o.k. - jeans, etc. No open toed shoes (ie. sandals).

**Special Notes**

Confidentiality must be practised.

**Hours** 9:00 AM to 6:00 PM

**Printer**

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.

**Suggested for WEX12 PROGRAM:**

Fine Arts

## **(497) SUBWAY -**

### **Dress Code**

Black pants or jeans okay. Wear comfortable footwear. If student has long hair, it must be tied up. Shirt provided.

### **Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 8:00 AM to 5:30 PM

## **Sandwich Artist**

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.

### **Suggested for WEX12 PROGRAM:**

Business

## **(600) SULLIVAN MECHANICAL LTD.**

### **Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 5:00 PM

## **Plumbing & Heating Contractor**

May be assigned to work with a variety of tradespersons: plumbers, metal fabricators, heating installers, etc. Work may also include customer service and product distribution (stocking/inventory) in shop.

### **Suggested for WEX12 PROGRAM:**

Technology

## **(434) THE EDGE YOUTH EMPLOYMENT CENTRE -**

### **Dress Code**

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.

### **Special Notes**

Confidentiality must be practised.

**Hours** 8:30 AM to 4:30 PM

## **Receptionist**

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.

### **Suggested for WEX12 PROGRAM:**

Business

## **(288) THE ELECTRICIAN -**

### **Dress Code**

Safety Toed Boots or Rubbers required

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:30 AM to 4:30 PM

## **Electrician**

Assist journeyman electrician in wiring and other facets of electrical work.

### **Suggested for WEX12 PROGRAM:**

Info. Tech. & Science

## **(293) TIM HORTON'S -**

### **Dress Code**

White shirt and black pants. Runners okay but clean.

### **Special Notes**

**Hours** 8:00 AM to 5:30 PM

## **Food Sales Person**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services  
Special Education

## **(299) TRICORP -**

### **Dress Code**

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.

### **Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 8:30 AM to 4:00 PM

## **Office Clerk**

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.

### **Suggested for WEX12 PROGRAM:**

Business

## **(470) WAINWRIGHT MARINE -**

### **Dress Code**

Work clothes, safety toed boots required.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 5:00 PM

## **Yard Worker**

Painting, general cleanup, offloading and receiving freight, load barges, operate forklift. If students have drivers license, may be able to operate pickup.

### **Suggested for WEX12 PROGRAM:**

Trades Technology

## **(628) WESTERN CANADA FIRE PROTECTION (NORTHWEST) LTD. -**

### **Dress Code**

Work clothes (jeans, etc.) Employer will inform about footwear on job sites.

### **Special Notes**

Safety equipment must be worn on site.

**Hours** 8:00 AM to 5:00 PM

## **Sprinkler Fitter / Technician**

Install sprinkler systems; do fire inspections on commercial and industrial properties and other duties may be assigned as needed.

### **Suggested for WEX12 PROGRAM:**

Trades Technology

## **(502) WESTVIEW CHILD CARE CENTRE -**

### **Dress Code**

Casual clothing o.k. - jeans, etc.

### **Special Notes**

If age 14 and older, a Criminal Record check is required prior to placement.

**Hours** 8:00 AM to 5:00 PM

## **Daycare Worker**

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.

### **Suggested for WEX12 PROGRAM:**

Human Services

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

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

Interview with employer may be required before being accepted for placement.

**Hours** 9:00 AM to 5:00 PM

**WWF Volunteer**

This placement involves both office and field work. Office tasks may include data gathering, data entry, answering phones, operating office machinery, and other tasks as may be assigned. Field tasks may include current projects.

**Suggested for WEX12 PROGRAM:**

Science

**(314) YELLOWHEAD AUTO REPAIR -**

**Dress Code**

Work clothes, coveralls supplied, safety toed boots required.

**Special Notes**

**Hours** 8:00 AM to 5:00 PM

**Automotive Technician**

Tune-ups, servicing brakes, oil changes, lubes, front end work, tire balancing and alignments. Cleanup.

**Suggested for WEX12 PROGRAM:**

Mechanics & Trades Technology

**(315) ZELLERS - MERCHANDISING**

**Dress Code**

Casual clothing o.k. - jeans, etc.

**Special Notes**

Interview with employer is required before being accepted for placement.

**Hours** 8:00 AM to 5:30 PM

**Merchandising Associate**

Replenish stock on floor, face shelves and stock, and clean stock on shelves and on floor.

**Suggested for WEX12 PROGRAM:**

Business  
Special Education

## **(412) ZELLERS - SERVICE**

### ***Dress Code***

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.

### ***Special Notes***

**Hours** 8:00 AM to 6:00 PM

## **Service Associate**

Greet public and assist customers in finding items, and complete tasks as assigned.

### ***Suggested for WEX12 PROGRAM:***

General Use