



# **ROUND LAKE TREATMENT CENTRE**

**[www.roundlaketreatmentcentre.ca](http://www.roundlaketreatmentcentre.ca)**

## **2025 SUMMER STUDENT POSITIONS**

Round Lake Alcohol and Drug Treatment Society operates a 35-bed treatment centre and a 10 bed recovery home located 17 miles north of Vernon.

### **MAINTENANCE ASSISTANT**

- Undertake regular maintenance of Centre grounds, including lawn and landscaping
- Assist with appropriate recycling of Centre waste products
- General maintenance and repair skills
- Janitorial maintenance of residence
- Assist with kitchen department

#### **EDUCATIONAL REQUIREMENTS:**

- Completion of Grade 10

#### **MANDATORY REQUIREMENTS:**

- Effective written and oral communication
- Effective time management skills
- Ability to work independently
- Abstain from drugs and alcohol

**June 2 —August 29, 2025**

### **ADMINISTRATIVE ASSISTANT**

- Telephone / Reception
- Photocopying / Filing
- Cataloguing / Research
- Mail outs / Emails
- Data entry / Typing

#### **EDUCATIONAL REQUIREMENTS:**

- Minimum completion of Grade 10

#### **MANDATORY REQUIREMENTS:**

- Effective written and oral communication
- Effective time management skills
- Ability to work independently
- Experience with internet searches
- Computer skills
- Abstain from drugs and alcohol

**June 2—August 29, 2025**

**SUBMIT RESUMES TO: [reception@roundlake.bc.ca](mailto:reception@roundlake.bc.ca)**

**Call 250-546-3077 for more information**