

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418
Facsimile: (705) 844-2757

EMPLOYMENT OPPORTUNITY

Education Programs Lead

Contract (to December 19, 2025)

Position Summary:

The Education Programs Lead will lead the planning and execution of education-based programs. These programs support Serpent River First Nation families. The programs include, but are not limited to: After School Programming, Summer Day Camp and Early Years/Family programming.

The Education Programs Lead will engage families with children ages 0 to 12 years and facilitate Drop-in programs and other services that build responsive adult-child relationships, encourage children's exploration, and promote play and inquiry based on the pedagogy in *How Does Learning Happen?* The Education Programs Lead will plan and carry out family programming that cultivates authentic, caring relationships and connections that create a sense of belonging. They will also coordinate and/or facilitate activities and programs to promote physical, mental, emotional and spiritual wellness. The Education Programs Lead will work closely with the staff members of the department of the Serpent River Day Care, Special Education and other SRFN departments.

The Education Programs Lead will develop an After School Program that provides safe, supervised activities for students. After school programs focus on physical activity and provide a healthy snack. The Lead will work with other departments (Health, Culture) and coordinate activities such as: healthy eating and nutrition education (for example, label reading, snack and meal preparation, local food produce choices), wellness and personal health education (such as bullying and violence prevention, tobacco and substance abuse prevention, building self-esteem) local needs (such as academic/homework assistance, arts and cultural activities).

The Education Programs Lead will develop and lead a Summer Day Camp that is inclusive, safe and fun. The Lead will oversee junior staff (students) and demonstrate leadership to staff and young campers.

Position Duties

- Coordinate with other SRFN departments to plan meaningful after school program activities
- Support Director in supervising junior staff when on programming sites
- Lead children and parents/caregivers in activities such as storytelling, sing-alongs, games, demonstrating the use of simple musical instruments, preparing craft materials

and demonstrating their use, providing opportunities for creative expression through the media of art, dramatic play, music and promoting physical fitness.

- Facilitate hosting experts and professionals to provide information and advice on matters related to early childhood development
- Facilitate and host programming to connect families with young children in community
- Plan and carry out activities incorporating Anishinaabe culture and language
- Be responsible for the preparation and sanitization of the play areas including cupboards and toy storage areas; maintain an up-to-date and safe play area (Learning Commons)
- Responsible for direct supervision of families dropping into and involved with Early Years Resource Center (Learning Commons)
- Assist the day care centre with support as needed in programming
- Providing positive guidance to the families that includes the following practices: redirecting, positive language, and positive reinforcement
- Ensure that all activities offered at and away from the centre are carried out in a safe and efficient manner
- Participate in the development and adherence to a budget
- Assist parents and caregivers in accessing services and supports that respond to a family's unique needs.
- Recognize, document and take appropriate action in the case of suspected abuse, illness or accident, reporting the incident as a serious occurrence
- Ensure documents are completed as required.
- Ensure confidentiality
- Ensure all required information is tracked for reporting purposes
- Other duties as required and assigned

Qualifications

- College diploma in a child education or social services related field
- Experience working with children
- Experience working with Indigenous people, organizations and communities
- Strong understanding and knowledge of Anishinaabe Culture and Traditions
- Knowledge of the 7 grandfather teachings
- Ability to speak and understand Anishinaabemowin is an asset
- Ability to multi-task in a dynamic team environment
- Proven ability to organize and coordinate events
- Excellent organizational and problem-solving skills
- Excellent communication skills
- Strong interpersonal skills; ability to effectively work with the public, management and fellow employees.
- Proficiency with Microsoft 365
- Must provide a clear CPIC with Vulnerable Sector check
- Valid Ontario Class 'G' Driver's License

Interested applicants **MUST** submit a cover letter, resume, and three references recent employment references from a direct supervisor/manager.

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.

Preference will be given to Indigenous applicants.

**Detailed Job Description is available upon request*

Attn: Human Resources
195 Village Road, Cutler Ontario, P0P 1B0
Email: hr.jobs@serpentrivern.com
By: OPEN UNTIL FILLED

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