

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

## ***EMPLOYMENT OPPORTUNITY***

### ***Education Programs Lead***

***Contract with potential extension***

#### **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 and Summer Day Camp.

The Education Programs Lead will develop and lead 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) and academic needs (such as homework assistance). The Lead will directly supervise junior staff.

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

The Education Programs Lead will work with other departments to help 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.

#### **Position Duties**

- Develop and deliver meaningful education related programming with measurable outcomes
- Coordinate with other SRFN departments to plan meaningful After School Program activities (homework assistance, healthy living, wholistic wellness); Plan healthy snacks for After School Program
- Support Director in supervising junior staff when on programming sites (After School Program, Summer Day Camp program)
- Plan and carry out activities incorporating Anishinaabe culture and language
- Participate in the development and adherence to a program budget

- Recognize, document and take appropriate action in the case of suspected abuse, illness or accident, reporting the incident as a serious occurrence
- Ensure confidentiality
- Ensure all required information is tracked for reporting purposes
- Other duties as required and assigned

### **Qualifications**

- College diploma in a childhood education, youth worker or social services related field
- Experience working with children
- Experience working with Indigenous people, organizations and communities
- 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 with a clear driver's abstract.

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

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

*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*