

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



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

EMPLOYMENT OPPORTUNITY

Program Helper – 2 to 3 positions available

Part-time contract to June 30, 2026

The Program Helper position is for high school aged students (under the age of 18) to support SRFN staff with children programming. Reporting to the Education Programs Lead and Director of Education These programs include but are not limited to: after school program, summer camp program. Program Helper's assist staff in the monitoring and supervision of children ages 5-12.

This is a part-time position with a minimum of 10hours/week

Contract to June 30, 2026, with possibility of extension

DUTIES:

- Take attendance of student's arrival
- Ensure students safely disembark the school bus drop off
- Assist in snack preparation
- Lead and coordinate games and physical activities such as floor hockey, basketball, dodgeball ..
- Set up, clean up, craft areas
- Help ensure safety of all student participants

QUALIFICATIONS:

- Eligible for Indigenous Employment and Training funding
- Minimum 1 year experience working with children
- Able to get to and from workplace location (Lifestyle Centre)
- Problem solving, adaptable to changes, quick thinking
- High School student, preferably in good academic standing
- Knowledge and practice of Anishinaabemowin and Anishinaabe practices
- First Aid/Babysitters Course considered an Asset
- Preference given to SRFN On-Reserve High School Students applicants

WORK SITE LOCATION: Serpent River First Nation Lifestyle Centre

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

Attn: Human Resources

195 Village Road, Cutler Ontario, P0P 1B0

Email: hr.jobs@serpentrivernfn.com

By **October 30, 2025 at 4:00 pm**

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*