

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

EMPLOYMENT OPPORTUNITY

After School Program Coordinator

Full-Time Position

The After School Program Coordinator will work collaboratively to engage children, caregivers and the SRFN community to; plan and deliver a variety of evidence-based activities to address risk factors, protective factors, resiliency, and build self-esteem, self-reliance, skills and knowledge to advance the health, wellness and success of participants, and increase cultural knowledge. The ASP Coordinator will ensure the outcomes outlined by the Ministry of Sport are followed and reported on. The ASP Coordinator will work with other departments and outside service providers to maximise the program outcomes. The working schedule for this position is based on school aged needs. i.e. September to June 2:00 pm to 6:00 pm July to August 8:00 am to 4:00 pm could range from to 20 to 35 hours per week.

DUTIES:

- Plan, deliver and evaluate a children's After School Program focused on physical activity, healthy eating and nutrition, wellness and personal health education, and cultural awareness.
- Ensure the safety of the children and youth in the Afterschool/Summer Day Camp Program; directly always supervise.
- Ensure the provision of a caring, stimulating, and inclusive environment for the children and youth attending the programming.
- Direct student employees to build their capacity to lead activities.
- Participate in sporting and health related activities during program.
- Ensuring materials, and equipment are set up
- Ensure that program time is consistently allocated to physical activity, healthy eating
- Develop and implement participant registration system.
- Ensure that After School Program activities are aligned with anticipated outcomes.
- Conduct a variety of children's activities to build self-esteem, self-reliance, skills and knowledge to advance the health, wellness and success of participants, and increase cultural knowledge and awareness.
- Prepare lesson plans for each activity.
- Draft activity budgets and assist with development of funding proposals for management approval.
- Establish safety procedures, educate participants on the procedures prior to activities and monitor compliance for duration of activity.
- Conduct regular safety audits of program facilities to identify and resolve hazardous situations and maintain a safe environment.

- Assist developing policies and procedures for signing in/out, ensuring the safe arrival and dismissal of participants, initiating an appropriate response to an absence and securing consent of parents to allow others to pick up their child.
- Critically analyze, monitor, and evaluate programs and activities.
- Assist in the development of activity, program and funding proposals for management approval.

QUALIFICATIONS:

- Minimum of two (2) years direct service experience in developing and delivering child/youth programs in areas such as nutrition, wellness, health and physical education.
- Diploma in related field (Early Childhood Education, Child Youth Worker, Developmental Support Worker, etc.) is preferred but not required.
- Life Skills Coaching Certificate an asset.
- The position requires interaction with children, youth, Elders and other vulnerable sector individuals; therefore, a clear criminal record check (CPIC) with Vulnerable Sector Verification is required prior to commencing employment.
- Proficient in Microsoft Word, Excel, PowerPoint, internet and email software/s, and use of on-line learning resources such as relevant webinars and search engines.
- Hold, or be willing to immediately secure, CPR and First Aid Certification.
- Ability to work as a team in a fast-paced environment
- Valid Ontario Class 'G' Driver's License with a clear driver's abstract.
- Knowledge of Anishinaabe culture
- Knowledge of the 7 grandfather teachings

Don't meet every qualification?

If you are excited about this position and meet most, but not all, of the listed qualifications, please still consider applying. We recognize that no one person might have every qualification in this job, and you just might be the right candidate!

Qualified Serpent River First Nation members or Indigenous applicants will be given priority consideration.

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

Attn: Human Resources – After School Program Coordinator
 195 Village Road, Cutler Ontario, P0P 1B0
 Email: hr.jobs@serpentrivernfn.com
 By: February 18, 2026, by 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