

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

EMPLOYMENT OPPORTUNITY

After School Program Lead - Contract Position until June 2027

Position Summary:

The After School Program Leader will work collaboratively to engage children, parents and the community; 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;

Position 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 that program time is consistently allocated to physical activity (30%), healthy eating and
- € Develop and implement participant registration system.
- € Identify and introduce promising and/or best practices that contribute to personal, family and community wellness.
- € 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.
- € Supervise participants at all times.
- € Conduct regular safety audits of After School Program facilities to identify and resolve hazardous situations and maintain a safe environment.
- € Inform Community Support Services Worker immediately of any hazardous situations, action taken and outcome.
- € Assist the Community Support Services Worker in developing an action plan to define how incumbent is to respond in the case of an emergency such as an injury, fire or need for first aid.
- € Assist the Community Support Services Worker in 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.
- € Collaborate on the planning and implementation of a variety of community events to promote personal, family and community wellness.
- € Implement social marketing strategies to promote wellness, programs/services and recruit participants.
- € Work collaboratively with referring agencies to identify at risk children and families and their needs.

- € Refer to other programs and services as needs are identified.
- € Critically analyze, monitor, and evaluate programs and activities.
- € Provide demographic, health status, statistical, and program information according to policy.
- € Assist in the development of activity, program and funding proposals for management approval.

Qualification:

- € 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.
- € Experience in reporting to funders is 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.
- € AbiliProficient 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 secure, CPR and First Aid Certification.
- € Ability to work as a team in a fast paced environment
- € Must provide proof of COVID vaccination (two doses)
- € Valid Ontario Class 'G' Driver's License with a clear driver's abstract.
- € Knowledge of Ojibway 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.

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

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

Attn: Human Resources – After School Program Lead
195 Village Road, Cutler Ontario, P0P 1B0
Email: hr.jobs@serpentriverfn.com
By: June 5, 2026 by 4:00 p.m.