

## JOB POSTING DETAILS

|                    |                                          |                     |                  |
|--------------------|------------------------------------------|---------------------|------------------|
| <b>Job Title</b>   | Afterschool Program / Daycamp Supervisor | <b>Job Type</b>     | NA               |
| <b>ES Job ID</b>   | 3625                                     | <b>Duration</b>     | NA               |
| <b>Date Posted</b> | September 8, 2022                        | <b>Location</b>     | Cutler           |
|                    |                                          | <b>Closing Date</b> | October 31, 2022 |

### Job Overview - Description & Duties

#### Afterschool Program / Daycamp Supervisor

The role of the Afterschool/Daycamp Program Supervisor is to directly support the implementation of the program in coordination with the Afterschool Program Team Leaders and Summer Students. The Program Supervisor will perform on-site supervision of program staff and volunteers; facilitate various activities that promote physical activity, healthy eating and nutrition, positive personal development and wellness; and engage and support elementary-aged children and families in our community.

#### Position Duties

- Responsible for the day-to-day organization and operation of the SRFN Afterschool/Daycamp Program.
- Supervise and ensure the safety of the children and youth in the Afterschool/Daycamp Program.
- Ensure the provision of a caring, stimulating and inclusive environment for the children and youth attending the programming.
- Supervise the cleaning and tidying of the Lifestyle Centre after each daily program.
- Assist in safe arrivals and departure procedures.
- Participate in sporting and health-related activities with program participants.

### Required Skills

#### Qualifications

- Post Secondary graduate in Child/Youth related fields such as Early Childhood Educator, Sports and Leisure, Child and Youth Worker.
- Previous supervisory experience and experience working with children.
- Program planning and facilitation experience is an asset.
- Ability to work as a team member in a dynamic, complex environment and organize time and workload effectively.
- Ability to communicate effectively both orally and in writing with all levels of staff, the public and program participants while maintaining objectivity.
- Ability to establish and maintain effective working relationships with clients, staff, community agencies and the public.
- Must have knowledge and respect for Anishnabek culture, history, language, values and beliefs. Must promote the Serpent River First Nation Vision and Mission Statement.
- Must uphold the ethics of this position, the Afterschool/Daycamp Program and the Community Wellness Team.
- CPR/FIRST AID certification. ? Must provide a CPIC with the vulnerable sector screen.
- Must have a positive attitude and demonstrate a healthy lifestyle.
- Must be relatively physically fit, as the program may require physical sports activity.
- Must have proficiency in MS Office/Google Suite.
- Must provide proof of COVID vaccination (two doses).
- Valid Ontario Class 'G' Driver's License with a clear driver's abstract and a reliable vehicle.
- Must have the ability to work a flexible 40 hours per week as set by the Serpent River First Nation Administration in response to community needs.
- Travel may be required.

### Other Requirements

NA

### **How to Apply**

Interested applicants MUST submit a cover letter, resume, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Human Resources

195 Village Road, Cutler Ontario, P0P 1B0

Fax: 705-844-2757

Email: [hr.jobs@serpentriverfn.com](mailto:hr.jobs@serpentriverfn.com)

By: Open Until Filled