



Summer Children's Program Coordinator

Contract Position – June 3rd to August 23rd, 2019

As an essential part of the Summer Children's Program (SCP), the SCP Coordinator will work under the direction and supervision of the Manager of Children's Services and will be responsible for the service delivery of the daily activities and events that are set out in the 6 week program schedule for the Summer Children's Program.

QUALIFICATIONS:

- Must be a registered Nipissing First Nation member.
- Must have a minimum of some Post-Secondary Education.
- Knowledge in recreation and leisure services will be considered an asset.
- Experience and knowledge working with children aged 6-12, teens and young adults.
- Must have proven experience and skills in leading a team.
- Must have a valid Driver's License and access to a vehicle.

REQUIRED SKILLS AND ABILITIES:

- Must be able to work with minimal supervision and as a member of a team.
- Must have exceptional leadership skills, be punctual and reliable.
- Must have excellent interpersonal and communication skills (verbal and written).
- Ability to communicate with parents about child needs or concerns.
- Exceptional engagement skills and well developed problem solving abilities.
- Excellent administrative and organizational skills and ability to prioritize.
- Experience working with children in a recreational setting.

DUTIES:

- Responsible for the safety and welfare of groups of children.
- Supervision of Program Leaders and Assistants through proper scheduling.
- Monitoring of Program Leaders, Assistants and Children in their day-to-day activities and events.
- Daily communication with parents and staff. Use of conflict resolution skills to manage and solve problems.
- Provide opportunities for children to have fun in a constructive way through a program, which is balanced in both quiet and active play.
- For certain activities and events you will be required to actively participate.
- Determine what supplies and equipment are needed on a daily/weekly basis.
- Maintain an accurate roster of children's attendance (check list in the am off bus and pm after lunch)
- Assist in the delivery and implementation of all program activities as needed.
- Assist, as needed, during lunch, activities and craft time.
- Perform all duties in the safest possible manner and report all incidents and health & safety concerns to the supervisor or manager
- Meet with Program leaders and Assistants on a regular basis and as needed to review any occurrences.
- Perform general clerical duties to include photocopying, faxing, mailing, and filing.

A recent (within 3 months) Criminal Record Check and Vulnerable Persons Screening will be required for the successful applicant.

CLOSING DATE: Qualified applicants are invited to submit a cover letter, resume and three (3) work related references no later than Friday, May 17th, 2019 at 4:30 pm to:

Jennifer Lalonde, Human Resources Manager
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax (705) 753-0207
Email: resumes@nfn.ca

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.