



Position: After-School Program Coordinator

Salary: \$ 54,995 - \$62,499

Hours of Work: 32 hours

Accountability: Social Services Manager

Employment Status: 2 years Contract

Preferences: MFN Band Members

The ASP Coordinator will perform the following duties:

- Delivers the After-School Program for students 6 to 12 years of age.
- The After-School Program goal is to promote healthy lifestyle choices including culturally appropriate physical activity, healthy nutrition, personal health and wellness, assistance with homework and traditional teachings.
- Delivers programs to increase physical activity, assists students with homework completion, delivers nutritional seminars and promotes personal health and wellness with identification of personal goals.
- Promotes healthy lifestyles through positive, role-modeling behavior and participation in program activities.
- Is responsible for ensuring satisfactory completion of administrative tasks as required.
- Is responsible for completing correspondence and reports as required.
- Prepares a work plan and monthly reports based on the work plan.
- Establishes work priorities and ensures deadlines are met and procedures are followed.
- Maintains record-keeping system for the program.
- Ensures the Program site buildings are neat, organized, and safe for program delivery.
- Supervise, schedule, coach, and evaluate ASP Student Mentors; Coordinate volunteers to ensure outcomes are met.
- Plan PA Day and March break programming.

The ASP Coordinator will possess the following qualifications, skills, experiences, and attributes:

- Diploma/Degree: Social Service Worker, Early Childhood Education, Bachelor of Social Work, Child and Youth Worker.
- 3+ years working with children/youth (including diverse needs); 1+yr supervising staff or volunteers.
- Experience in program design/facilitation, event planning, and funding.
- Must provide a clear Vulnerable Sector Check from the Canadian Police Information Center (CPIC).
- Driver's License 'G' Class
- Excellent organizational and time management skills.
- Experience writing reports and preparing work plans.
- Excellent communication (oral & written) and interpersonal skills.
- Ability to work independently and within a team environment.
- Must be able to work flexible hours.
- Must have First Aid / AED and CPR – Level 'C' Certification or willing to obtain.
- Knowledge of Canada's Food Guide, the *Occupational Health and Safety Act* and WHMIS (2015).
- Anishinaabe culture and local teachings; ability to work with Elders/Knowledge Keepers.
- Good computer skills and familiarity with Microsoft Office software.
- Proficient in team building, decision making, and problem solving.
- Be honest and trustworthy, respectful, have cultural awareness and sensitivity, and demonstrate sound work ethic.

TO APPLY:

Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.

Please note that all interviews will be **in person**. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department
P.O. Box 1299 Blind River, Ontario P0R1B0

Marked: **CONFIDENTIAL**

EMAIL: hrclerk@mississauga.com FAX: 705-356-1740

Deadline: September 25, 2025

Thank you to all applicants; however, only those selected for an interview will be contacted.

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.