



Position: After School Program Coordinator

Salary: \$47,889 - \$54,412

Hours of Work: 32 hrs

Circulation Level: Level I

Accountability: Social Services Manager

Employment Status: Maternity Coverage (19 months)

Preferences: MFN Band Members

The After School Program Coordinator will:

- Develop and coordinate the Programs according to funding guidelines and proposal submission
- Coordinate internal and external resources to assist in the delivery of programs and activities
- Purchase program supplies including healthy snacks
- Participate in team meetings and activities to develop working relationships and joint programming
- Develop programs to increase physical activity, to assist students with homework completion, deliver nutritional seminars and promote personal health and wellness with identification of personal goals
- Develop, coordinate, and manage the program registration process;
- Prepare, plan, coordinate and lead workshops and training sessions
- Monitor the After School and Right to Play Program budgets to ensure fiscal responsibility
- Prepare cheque requisitions and purchase orders for approval in accordance with the finance policy
- Prepare and submit all financial reports to any agency providing funding support as required
- Responsible to ensure satisfactory completion of administrative tasks as required.
- Responsible for attending to correspondence, preparing briefing notes and reports as required.
- Prepare an annual work plan and monthly report based on the work plan.
- Establish work priorities, delegate work to staff and ensure deadlines are met and procedures are followed.
- Develop and maintain record keeping system for the program.
- Develop and implement evaluation tools to evaluate the program on a regular basis
- Ensure the Program site buildings are neat, organized, and safe for program delivery
- Secure the cooperation of program staff in the development & maintenance of a cooperative team approach
- Act as a liaison with staff, staff/parents, and students/staff; Supervise, monitor, coach and direct all program staff
- Ensure time sheets and other appropriate forms are submitted as required
- Evaluate staff upon completion of program and/or on an annual basis

The After School Program Coordinator will possess the following education, experience, and skill qualifications:

- Completion of Post-Secondary Education in the Social Services Field (i.e., Social Work, Community or Social Service Worker, Child and Youth Worker etc.). 3-year relevant experience
- Minimum of three (3) years of experience in working with children and youth
- Previous experience supervising staff, experience writing reports and preparing work plans
- Must provide a clear Vulnerable Sector Check from the Canadian Police Information Center (CPIC)
- Must have First Aid and CPR Certification
- Must be able to work flexible hours including evening and weekend hours
- Must have Class 'G' Ontario Driver's License, access to a vehicle and be able to travel
- Knowledge of Canada's Food Guide; Knowledge and understanding of Indigenous culture and traditions

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job posting. If you are a member of MFN or of Indigenous descent, please include this information in your cover letter. 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 would like a copy of the full job description and/or 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: June 1, 2023

Thank you to all applicants; 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.