



**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 (6 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  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Attention: Human Resources Department

Marked: **CONFIDENTIAL**

**EMAIL:** [hrclerk@mississaugi.com](mailto:hrclerk@mississaugi.com) **FAX:** 705-356-1740

**Deadline: October 26, 2023**

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