



**CONTRACT EMPLOYMENT OPPORTUNITY
AAMJIWNAANG FIRST NATION & NORTH LAMBTON
COMMUNITY HEALTH CENTRE
Afterschool Program Leader**



Employment Term: Contract = February 1, 2019 to June 28, 2019

Supervision: This position will be based out of the Aamjiwnaang Community Centre and under the supervision of the Community Services Coordinator and Health Promotion Team Leader.

Qualifications:

- A Degree or Diploma in Health Promotion or Child and Youth Worker or Early Childhood Educator, or a related discipline.
- Experience facilitating programs for children and youth aged 6-13 years.
- Strong communication and group facilitation skills.
- Basic computer skills with proficiency in Microsoft Word, Excel, Power Point and Publisher.
- Access to reliable transportation.

Responsibilities:

- Participate in the planning of programs based on needs of children and youth, identifying potential partners, assist with implementing outreach and promotion strategies and assist with evaluating outcomes.
- Develop, facilitate, promote and evaluate the Afterschool Programs.
- Assist supervisor with reporting to Afterschool Program specific funders (i.e. gathering pictures, promotional materials, statistics for interim and year end reports).
- Responsible for maintaining a tracking list of inventory of equipment onsite and offsite.
- Supervise Youth Leaders and volunteers at the Afterschool program ensuring they conduct themselves in a safe and appropriate manner.
- Responsible for gathering and submitting monthly statistics to supervisor.
- Provide a written report to the supervisor monthly regarding monthly activities, for funding requirements.
- Other related duties as assigned.

Include a cover letter, resume and three references.

Forward to: Jodi Peters
Human Resources Assistant
North Lambton Community Health Centre
#3 – 59 King Street West
Forest, Ontario N0N 1J0
jpeters@nlchc.com
Fax: 519-786-6318

Drop off: Maawn Doosh Gumig Community & Youth Centre
1972 Virgil Avenue
Sarnia, Ontario N7T 7H5

Deadline: All Applications must be received by January 23, 2019