



Bi-Gzhaadge-Binoonjiiyak (Integrated Children's Program)

3 Contract Positions - Garden Village

Nipissing First Nation is seeking to fill the following contract positions:

- 1 ICP (Integrated Children's Program) Lead/Tutor (Monday – Wednesday)
- 2 ICP (Integrated Children's Program) Assistants (high school or post-secondary students)

Programming runs Mondays, Tuesdays, Wednesdays and Thursdays from 3:30pm to 5:30pm at the NFN Library, Band Office Gym or Holy Spirit Church Basement.

Contract Term: October 2021 to June 2022

ICP LEAD/TUTOR (1)

QUALIFICATIONS:

- Must be a registered First Nation member or non-member spouse of a Nipissing First Nation member.
- Work experience and/or qualifications related to educational programming for children (ECE, Educational Assistant, Child Development Worker, etc.).
- Demonstrated ability to work with groups of children.
- Excellent organization and communication skills.
- Knowledge of educational adaptive technology an asset.
- Must be able to work with minimal supervision.

DUTIES – ICP LEAD:

Working under the direction of the Program Team, the ICP Lead will:

- Provide homework assistance to elementary students in a safe environment.
- Implement and maintain the iXLMath Program with HACK participants.
- Establish and maintain good working relations with parents, students, teachers and other staff.
- Provide supervision and guidance to the ICP Assistants.
- Work collaboratively with the other ICP Lead/Recreation Activator and partnering Programs (Native Child Welfare & Library).
- Travel between several building locations supervising children through transitions.
- Work collaboratively with the on-site Coordinator of the Biidahban Community Service Learning Program and the university student volunteers.
- Ensure that required learning supplies are available for children.
- Complete written reports as required (e.g. registration forms, attendance, financial records, etc.).
- Maintain communication with the Program Team Leads regarding the overall ICP Program.
- Maintain a daily timetable of activities at ICP Program.
- Team lead works until 5:45pm to close the program and do a final cleaning of the space.
- Submit timesheets for the ICP Assistants on a weekly basis.
- Other related duties as may be required.

ICP ASSISTANTS (2)

QUALIFICATIONS:

- Must be a registered First Nation member.
- Must be in school at Grade 11 or 12 level or be a post-secondary student.
- Must be able to follow instructions with minimal supervision.
- Must have an interest in working with children on homework assignments.
- Must have an interest in participating and providing recreational and sports activities.

DUTIES – ICP Assistants:

Working under the direction of the ICP Lead(s), the ICP Assistants will:

- Work collaboratively with the other ICP Lead/Recreation Activator and partnering Programs (Native Child Welfare & Library).
- Assist children with homework assignments.
- Participate and co-lead recreational activities for the children enrolled in the program.
- Work collaboratively supporting the Biidaaban Community Service Learning Program university student volunteers.
- Assist in various activities including: homework help, computer work, snack preparation & clean up, organization, and maintain a clean and orderly work environment.
- Interact with children of varying ages individually and/or in small groups.
- Travel between several building locations supervising children through transitions.
- Other related duties as required by the ICP Leads(s).

A current CPIC with Vulnerable Sector Check is a requirement for these positions.

Qualified individuals are invited to submit a letter of interest and resume with one (1) current reference no later than **Friday, October 22nd, 2021** at 4:30 pm to:

Human Resources Department
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.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC