



EMPLOYMENT OPPORTUNITY

Summer Program Educator

Department: Education

Posting Date: April 25th, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Contract end date: August 25,2025

Vacancies: 1

New or Existing Position: New

Reports To: Summer Program Coordinator

Salary Range: \$41,587.00 to 54,873.00

Early Childhood Education Services is dedicated to providing engaging, inclusive, and enriching summer learning experiences for children and youth. Our Summer Program offers a dynamic blend of academic support, cultural learning, outdoor activities, and hands-on workshops. We are currently seeking enthusiastic and dedicated **Summer Program Educators** to join our team and help create a fun, safe, and meaningful summer for our participants.

What you'll do in the role

- Supervise and actively engage with children during both indoor and outdoor activities, ensuring a safe and fun environment.
- Ensure all children are appropriately dressed and prepared for weather-appropriate activities and events.
- Establish and implement daily routines that foster independence, confidence, and informed decision-making among children, promoting their overall well-being.
- Plan and lead age-appropriate indoor and outdoor activities, using necessary equipment and materials to support physical, social, and emotional development.
- Clearly communicate the daily schedule to children to support smooth transitions and help them feel empowered and responsible in the program community.
- Conduct regular headcounts and safety checks during all transitions and activities to ensure all children are accounted for at all times.
- Remain present and attentive until all the children have been safely picked up at the end of the day.
- Plan and lead engaging, age-appropriate activities that reflect the interests and developmental needs of children.
- Facilitate a variety of individual, small group, and large group experiences, including activity stations and both indoor and outdoor programming.
- Communicate with program leadership regarding supply needs, teaching materials, and equipment to ensure the smooth operation of program activities.
- Foster a positive and inclusive program environment that encourages teamwork, problem-solving, independence, and mutual respect among children.

Summer Program Educator

- Accurately document and report all accidents, incidents, and noteworthy occurrences in accordance with program policies
- Support the maintenance of up-to-date and accurate child records as required.
- Complete daily communication logs and updates to ensure consistent and clear information sharing.
- Communicate with the Program Coordinator regarding child behavior, development, and health as needed.
- Address shared concerns and provide regular updates to both the Program Coordinator and Manager.
- Make a consistent effort to warmly greet each child and their parent/guardian at drop-off and pick-up.
- Be prepared and ready to begin work at the start of your shift—dressed appropriately and focused—so all interactions with children are fully engaged and present.
- When appropriate, build and maintain positive, professional communication with families through daily conversations and other communication strategies.
- Work collaboratively with fellow staff members, contributing knowledge and experience to strengthen the program.
- Maintain open, respectful, and professional communication with teammates and supervisors to foster a positive team environment.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- Casual dress

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Experience working with children or youth in educational or recreational settings.
- 1 year Work Experience
- Strong communication, leadership, and teamwork skills.
- Ability to plan and adapt activities based on participant needs and interests.
- Valid Standard First Aid Training and Level “C” CPR
- A recent (within 3 months) Criminal/police Records check and Vulnerable Persons Check
- Safe Food Handling Certificate



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APPLICATION DEADLINES:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing – May 9th, 2025, 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing – May 16th, 2025, 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing – May 23rd, 2025, 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm** on the application deadline noted above.*

Are you a member of NFN? If so, please read below:

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all rounds of employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.