



EMPLOYMENT OPPORTUNITY

Integrated Children's Program Lead

Department: Education

Posting Date: May 2, 2025

Location: Nipissing First Nation, ON

Schedule: Part Time Work Week/22hrs

Job type: Part Time, Contract

Vacancies: 1

New or Existing Position: New

Reports To: Early Childhood Development Coordinator

Hourly Rate Range: \$22.85 - \$30.15

What you'll do in the role

- Plan and prepare snacks with an awareness of health choices and the Canada's Food Guide.
- Supervise children during all outdoor and indoor play.
- Ensure children are dressed appropriately for indoor/outdoor activities.
- Implement routines, which are effective for learning in children as it assists their independence and confidence/knowledge to make well-informed decisions about their health and well-being.
- Plan for outdoor and indoor activities with necessary tools or equipment needed for children to have a healthy foundation for healthy development.
- Communicate the schedule daily to children; this assists with transitions, children will feel they have an active role in the classroom and demonstrate responsibility.
- Keep management informed of any work-related matters that include necessary supplies, teaching aids or equipment, etc... as needed
- Record daily and monthly attendance
- Record and report accidents, incidents and occurrences as required, get appropriate signatures in a timely manner
- Participate in maintaining accurate and complete records for children such as updating emergency contact sheets, allergy lists and giving information to the Manager
- Discuss children's progress/behavior and health with parents and/or school staff as necessary
- Communicate regularly any issues of mutual concern, both verbally and in written form with parents, school staff, and Manager
- Make great effort to greet children and every parent/guardian/caregiver each day
- When appropriate timing, establish and maintain professional communication with parents/caregivers by participating in a variety of formal and informal communication strategies
- Be actively involved in professional development by attending workshops and conferences and participating in the in-house training
- Collaborate with colleagues, support and maintain a team approach by sharing expertise and practical knowledge in developing the program
- Keep the supervisor informed of any pertinent information such as personal information, allergies, address change, banking information including any requirements for accommodation
- Observe and assess the children's progress and behavior to ensure programs meet identified individual and group needs.

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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
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance.
- Better than average vacation and leave packages.

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Degree/Diploma in Early Childhood Education, Recreation, Social Work, Personal Support Worker, Educational Assistant is an asset
- Must have minimum 2-years previous experience working with children
- Demonstration of interpersonal skills and ability to work effectively with staff, parents and children.
- First Aid Training and Level "C" CPR
- Must be able to work with minimal supervision
- Experience working with children, childcare settings, or EarlyON program an asset
- Valid Standard First Aid Training and Level "C" CPR
- A recent (within 3 months) Criminal/Police Records check, and Vulnerable Persons check
- Proof of completion or willingness to obtain upon employment the following: Food Safe Level 1 Certification,
- Occupational Health and Safety Training, Workplace Hazardous Materials Information System (WHMIS)
- A valid Ontario Class "G" Driver's License

APPLICATION DEADLINES:

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

Closing May 16th, 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 23rd, 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 30th, 2025 - 3rd Round

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



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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.