

# LAC DES MILLE LACS FIRST NATION

## EMPLOYMENT OPPORTUNITY – TRADITIONAL EARLY YEARS PROGRAMMER

### ***Position Summary***

Lac des Mille Lacs First Nation is currently seeking a creative individual to fill the position of Traditional Early Years Programmer (4 days a week) to assist in growing our Education department providing enhanced services to its membership and families. The Traditional Early Years Programmer will work alongside our Education team to assist in providing support and resources to clients (families with young children) in a holistic manner.

The Traditional Early Years Programmer is responsible for the day to day operation of the community's Traditional Early Years (TEY) program. The TEY programming will mainly occur on the Lac des Mille Lacs land-base. The Programmer will be responsible for program planning, working effectively with families and children, connecting with the community, mentoring students and administrative responsibilities related to the day to day operation of the TEY program. The Programmer will also be responsible for providing leadership in keeping with the overall vision and goals of the TEY program, as well as for quality program delivery to nurture student success. The TEY Programmer reports directly the Director of Education or other designated supervisor.

### ***Location***

Lac des Mille Lacs First Nation Land-Base, Traditional territories and Administration office.

### ***Required Skills & Qualifications***

- a) Grade 12 Diploma or equivalent.
- b) Post-secondary training as an Early Childhood Educator or in Education would be an asset.
- c) Certification with the College of Early Childhood Educators is an asset.
- d) Experience working in schools/daycares or in education.
- e) Experience in organizing and supervising programming.
- f) Knowledge of Anishinaabe language, culture, tradition and local community is preferred.
- g) Good communication and organizational skills.
- h) Must be a self-starter and able to work independently.
- i) Must be willing to take additional long-term Early Years management/supervision training, if required.
- j) Access to a vehicle and a valid driver's license is required.
- k) An ongoing clean vulnerable sector check is required.

Along with their resume and cover letter, applicants must submit a current criminal record check and three references. Application packages must be submitted by **Wednesday September 4<sup>th</sup> 2018 at 12:00 p.m. noon EST to:**

**HIRING COMMITTEE  
Lacs des Mille Lacs First Nation  
1100 Memorial Avenue, Suite 328  
Thunder Bay, ON  
P7B 4A3**

Telephone: (807) 622-9835 • Fax: (807) 622-9866 • E-mail: [info@lacsdesmillelacsfirstnation.ca](mailto:info@lacsdesmillelacsfirstnation.ca)

## ***Duties***

### **Administration**

- a) Assist the Director of Education and the community with the development and monitoring of the TEY program.
- b) Prepare purchase orders and other approval forms ensuring that appropriate procedures and approvals are followed.
- c) Ensure that adequate records are maintained and compiled for the Director of Education so that reports can be completed to the Ministry of Education and other sponsoring agencies.
- d) Maintain provincial and federal standards, as required.
- e) Maintain a safe and healthy environment for children and to create a relaxing and welcoming atmosphere for parents/caregivers/community members.
- f) Regularly contact, and act as a supportive resource for parents and caregivers.
- g) Encourage parental involvement in the program.

### **Program Development, Planning and Implementation**

- a) Plan and implement a program that reflects the vision and goals of the TEY Program.
- b) Plan and participate in all weekend activities connected to the TEY Program
- c) Coordinate the programming of the TEY Program with the Ministry of Education guidelines and best practices.
- d) Ensure that records are kept on all children participating in the TEY Program.

### **Public Relations**

- a) Promote a positive image of the TEY Program to the community.
- b) Maintain adequate liaison with the appropriate agencies, professional associations and other child care programs in the region.
- c) The Programmer is responsible to liaison with the Ministry of Education, families, care givers, appropriate faculty, sponsoring agencies, etc.
- d) Be knowledgeable, informed, and current on Traditional and Mainstream child care philosophy and approaches.

Other duties as assigned by the Education Coordinator and/or Administrator.

## ***Travel***

This position requires travel from Thunder Bay to the First Nation's Reserve 22A1 and Traditional Territories.

## ***Compensation***

To commensurate with education and experience

## ***Funding Source***

Ministry of Education - Early Learning Program funding.

**Note:** We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted.