Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Program Leader – After School Program
Location: Sarnia, ON
Duration: Contract to June 2027 (32 Hours/Week)
Posting Closes/Deadline: November 5th, 2026

Position Summary

The Program Leader will work with the Community Services Coordinator to deliver a safe, engaging and supportive environment for children in the before and after school program. This role involves planning and leading activities, supervising students and supporting the emotional and social development of children. The Program Leader will provide supervision to the Youth Workers in the program.

Responsibilities

- Supervise and ensure the safety of children at all times during program hours.
- Plan, implement, and lead age-appropriate activities including homework help, arts and crafts, games, sports, and enrichment activities.
- Foster a positive, inclusive, and respectful environment for all participants.
- Maintain appropriate behavior management strategies to support positive child development.
- Communicate effectively with children, parents, school staff, and team members.
- Ensure program areas are clean, organized, and well-maintained.
- Assist with daily sign-in/sign-out procedures and maintain accurate attendance records.
- Report any incidents, accidents, or concerns to the Site Coordinator promptly.
- Follow all licensing, safety, and organizational guidelines and procedures.
- Provide a written report to the Community Services Coordinator monthly regarding monthly activities, for funding requirements.
- Engage in regular consultation with the Community Services Coordinator, including a performance evaluation.
- Participate regularly in team meetings.
- Comply with other mandated legal/regulatory requirements related (such as occupational health and safety, standards of professional conduct, employment standards).

Knowledge, Skills, and Abilities

- Ability to work independently and as part of a team
- Ability to work with diverse and high-risk populations
- Strong interpersonal skills
- Strong professional boundaries and self-care routines
- Ability to follow oral and written directions well
- Basic computer skills
- Ability to adapt to changing needs of clients
- Knowledge of Microsoft programs.
- Able to navigate internet and email use.
- Familiar with office equipment.
- Knowledge of completing program reports.

Minimum Requirements

- High school diploma or GED required; education in child development/education field preferred.
- Effective verbal and written communication skills.
- CPR/First Aid certification required.
- Experience in group leadership.
- Flexible hours, including evenings.
- Valid driver's license and use of vehicle.
- Must successfully pass the vulnerable sector screening and criminal record check.

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985,c. H-6, s16 (1-3).

Preference may be given to First Nation candidates with relevant on reserve employment and/or those with knowledge and understanding of Aamjiwnaang and history and community.

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5
Attention: Corrie Plain, Human Resources Officer
Or
humanresource@aamjiwnaang.ca with subject line: JOB APPLICATION – PROGRAM LEADER
Or
519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca