Program Assistant
(Short-term contract July 4-15, 2019)

Date of Posting: May 27, 2019
Closing Date: June 7, 2019

Overview: SNP STEAM Academy in partnership with Actua is offering a for-credit on-the-land summer camp for students 13 - 18 years old. Student campers will camp outdoors for 12 days and work towards earning a NAC20: First Nations, Métis, and Inuit in Canada, Grade 10 credit. Students will learn in a customized, community-based camp designed to engage First Nations, Metis, and Inuit youth in a locally and culturally relevant STEM/STEAM education program.

The Program Assistants are responsible for planning, leading, and implementing core curriculum expectations and non-core programs and experiences for student campers in a group setting. The incumbent will be responsible for the general safety and development, growth, and skill achievement of student campers. They will provide a high quality education and outdoor educational and recreational experiences for students campers based on the foundations of the Hodinohero:ni’ values of Ganigohi:y:o / Kanikori:i:o (Respect and the Good Mind).

Responsibilities: Working under the direction of the Education Lead, the duties of this position will include, but are not limited to the following:

- Assist in writing and implementing weekly schedule for student campers;
- Supervise student campers during day, evening and night shifts;
- Know and understand emergency procedures associated with the camp program;
- Know, enforce, and follow all safety guidelines associated with the camp and all camp areas; This includes but is not limited to being responsible for your student campers’ safety and their whereabouts at all times;
- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance;
- Perform other duties as assigned by the Education Lead;

Required Skills/Abilities/Knowledge
- Experience working with Indigenous youth;
- Experience working with a range of community organizations.
- High level of communication skills – writing, speaking and listening;
- Leadership skills;
- Sound interpersonal skills and excellent professional judgement;
- Ability to work both independently and in a team setting demonstrating Hodinohero:ni’ values of G’anigohi:y:o / Kanikori:i:o;

Criminal Record Check: This position requires an original criminal Background Check / Vulnerable Sector Screening that is satisfactory to the employer.

Applications must include a resume, cover letter, and three references submitted to the attention of:
Patricia Greene to email: patricia.greene@snpolytechnic.com Please place Program Assistant in the subject line.
Or
in a sealed envelope mailed or hand delivered, clearly marked: “Program Assistant” to:
Six Nations Polytechnic Inc. (STEAM Academy)
2160 Fourth Line Road, PO Box 700
Ohsweken, Ontario N0A 1M0

ALL APPLICATIONS MUST BE SUBMITTED BY 4pm ON JUNE 7, 2019