

# MÉTIS NATION OF ONTARIO JOB POSTING

## SUMMER YOUTH PROGRAM

### FACILITATOR

Internal/External Posting  
Determinate  
Full-time

Location: Atikokan, Blind River, Dryden, Gravenhurst, Haileybury, Kenora, Midland, North Bay, Sault Ste. Marie, Timmins, Toronto and Windsor  
Start Date: May 13, 2019  
Salary: \$14.00/hour  
Posting: 051319-SYPF

**APPLICATIONS MUST BE SUBMITTED ON-LINE AT:**  
<http://www.Métisnation.org/job-board/careers/>

**Please Note: Due to funding criteria participants must be:**

- **Must be Métis**
- **Must be legally entitled to work in Canada**
- **Must be 18 to 29 years of age at the start of employment**
- **Must be registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year (Some applicants who do not meet the “student status” requirement may be considered.)**

**Applications will be reviewed upon receipt. Selected applicants must be available for interviews the week of March 18, 2019. INTERESTED APPLICANTS ARE ENCOURAGED TO SUBMIT THEIR APPLICATIONS PROMPTLY.**

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***The Métis Nation of Ontario (MNO) is seeking enthusiastic and responsible Métis youth to fill the positions of Summer Youth Program Facilitators (SYPF). The positions are based at MNO offices indicated above and will require travel in the local area and within the province. Salary is \$14/hour and commences May 13, 2019. This position reports to the Supervisor Education and Training under the direction of the Labour Market Manager.***

**In carrying out the following duties, it is expected that the SYPF will:**

- Fully understand the significance and fundamental importance of MNO’s Statement of Prime Purpose (SPP) to all MNO’s work, and to the requirements of the position specifically
- Adhere to MNO Policies and Procedures and MNO’s Financial Policies and Procedures at all times
- Uphold MNO’s Standards of Professional Conduct at all times
- Adhere to Privacy Laws and respect confidential information at all times
- The employee must be cognizant of the Ontario Employment Standards Act, Occupational Health and Safety Act, Workers’ Safety and Insurance Board, Ontario Human Rights Code, Canadian Human Rights Act, and other legislative provisions governing the employment relationship between MNO and the employee
- Ensure that all activities are conducted in accordance with established Métis Nation of Ontario Policies and Procedures and Contribution Agreements (CA)
- Work in collaboration within the Branch, other MNO branches, MNO leadership, MNO citizens, MNO contractors and consultants on related projects
- Attend the Annual General Assembly in Sault Ste. Marie in August 2019 (MNO Policy 2.120)

**The incumbent is responsible for the following duties, as well as other duties as may be assigned by the Supervisor Education and Training under the direction of the Labour Market Manager:**

1. Plan and participate in with all aspects of Métis historical and cultural program delivery and special events:
  - a. Research, develop, organize, and implement a variety of activities for programs and special events. These activities will be used to support re-enactments activities, displays, day camp programs, senior residence programs, and other special events
  - b. Learn and demonstrate traditional Métis crafts and activities



- c. Ensure that what is being presented and taught to others is based on approved MNO agenda, content and is culturally appropriate
- d. Provide interpretive presentations, demonstrations and historical re-enactments at public events
- e. Oversee the maintenance of artifacts and program supplies at their delivery site
2. When directed, prepare and actively participate in orientations, training, meetings, events etc.
3. Maintain good relationships with community members
4. Assist with collecting video and still images to be used by the MNO Communications Branch
5. Keep the Supervisor Education and Training apprised regarding necessary training, Paid Time Off, transportation needs, staff scheduling, related issues etc.
6. Ensure accurate and timely documentation, reports and expense claims are prepared, processed, filed and submitted

**Mandatory Qualifications:**

- Proven to be very responsible and reliable
- Demonstrated ability to plan, research, co-ordinate, organize, and implement program activities
- Experience effectively presenting in front of groups
- Proficiency with computer programs (Outlook, Excel, Word and PowerPoint)
- Able to attend activities which may include a flexible work schedule
- Availability to work evenings and weekends, with travel to various locations

**Requirements:**

- Knowledge of Métis culture, history and ways of life
- Excellent oral and written communication skills
- Ensure Occupational Health and Safety considerations are addressed at all activities
- Committed to work as a strong and effective team member
- Demonstrated organizational and time-management skills
- Ability to accomplish tasks with little direct supervision
- Ability to effectively and courteously interact with the public
- Métis skills which would be considered assets:
  - a) Fiddle playing
  - b) Métis jigging
  - c) Crafts; e.g. finger weaving and beading
- Knowledge of canoeing and outdoor settings
- Valid Class "G" Drivers' License and access to a reliable vehicle with \$2,000,000 liability insurance or ability to rent a vehicle or have access to reliable public transportation
- Experience working with children, youth and adults is an asset
- English language skills are required

**The Métis Nation of Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.**

**We thank all applicants for their interest but advise that only those selected for an interview will be contacted.**