

MÉTIS NATION OF ONTARIO JOB POSTING

SUMMER YOUTH PROGRAM LEAD

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: \$16.00/hour

Posting: 051319-SYPL

APPLICATIONS MUST BE SUBMITTED ON-LINE AT:

<http://www.Métisnation.org/job-board/careers/>

Please Note: Due to funding criteria participants must be:

- Métis
- legally entitled to work in Canada
- between 18 and 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.**

The Métis Nation of Ontario (MNO) has been providing the opportunity for our Métis youth to learn more about the MNO, our culture, programs and services for several years through summer programs. Youth in many of our communities have been able to share their knowledge and skills through presentations, demonstrations and workshops throughout Ontario. We are again seeking enthusiastic, responsible and knowledgeable Métis youth to fill the positions of Summer Youth Program Leads (SYPL) in 12 locations in Ontario.

The SYPL positions are unique as they focus on leading and motivating the SYP Facilitators. This is an excellent opportunity to collaborate with MNO staff programs and local Métis Community Councils in order to present and provide historical Métis cultural activities. Attending local events and training will require travel. 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 SYPL 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 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. Attend one-week mandatory training,
2. Act as the primary liaison between the SYPF and the Supervisor of Education and Training and the community council representatives
3. Prepare and actively participate in SYP orientations, training, meetings, events, etc.
4. Oversee and assist with all aspects of program delivery and special events:
 - a. Lead and motivate Summer Youth Program Facilitators (SYPF)
 - b. Develop, build and maintain a strong and effective team
 - c. Lead SYPF in planning, preparation and delivery of activities
 - d. Oversee team meetings organizing daily operations of the SYPF
 - e. Review and communicate weekly program schedules and roles with SYPF
 - f. Research, develop, organize, and implement a variety of activities for programs and special events in coordination with local Métis community councils and other MNO program staff at site location. These activities will be used to support displays, day camp programs, senior residence programs, and other events
 - g. Learn and demonstrate targeted Métis crafts and activities
 - h. Engage others in activities/crafts and conversation
 - i. Ensure that the number of participants per activity are tracked
 - j. Oversee the maintenance of program supplies at their delivery site
 - k. Participate in developing the marketing and surveying materials for program and special events
 - l. Ensure videos, still images and written descriptions are forwarded promptly to the MNO Communications branch
5. Establish and maintain good relationships with the Métis community, and provide assistance in local community council activities and events
6. Consult with the Supervisor regarding necessary training, transportation needs, staff scheduling, related issues
7. Ensure accurate documentation and reports are prepared, collected, distributed, filed and submitted

Mandatory Qualifications:

- Proven to be very responsible and reliable
- Demonstrated ability to lead, 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 way of life
- Excellent oral and written communication skills
- Ensure Occupational Health and Safety considerations are addressed at all activities
- Committed to working 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.