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www.koeducation

Job Description

Student Services Activity Centre Worker – Sioux Lookout

KOBE Student Services is a department of KO Board of Education that provides support to students attending secondary schools in Sioux Lookout. The Activity Centre Worker provides after school and weekend activities for the students. The Activity Centre Worker will work closely with the Land Based Worker and the Active Wellness Worker. The Activity Centre Worker is under the supervision of the KOBE Student Services Supervisor.

Qualifications:

- Ability to speak one of the local dialects is an asset
- Experience working with First Nations an asset
- Knowledge of Indigenous peoples specifically First Nations in NAN
- Strong interpersonal, verbal, and written communication skills
- Experience in coordinating events with students
- CPR/First Aid, Safe Food Handling or willing to obtain
- Able to work effectively with others
- Ability to work independently and as part of a team
- Ability to maintain confidentiality
- Ability to work evenings and shift work
- Driver's license with 3 years driving experience
- Must be willing to provide a vulnerable sector check

Duties:

-plan and coordinate after school activities such as;

- *craft nights
- *baking/cooking
- *tutorial nights
- *game nights
- *movie nights
- *music lessons
- *monthly birthdays
- *computer nights
- *special events (thanksgiving dinner, etc)
- *other appropriate activities as approved by supervisor



- maintain and keep the centre tidy and organized
- create weekly/monthly activity schedule
- keep students informed of the activities schedule
- provide safe and welcoming atmosphere for all students, staff, and visitors
- monitor all students while at the centre
- weekly/monthly report of activities
- maintaining supplies and resources at the centre
- be punctual
- promote team work approach with students and staff
- identify and use appropriate resource teachers/people for specialized activities
- chaperone students on planned activities with Land Based and Student Wellness Programs as required
- other duties as required.

Wage range: \$20.80/hour- \$32/hour based on education and experience.

KOBE offers a Comprehensive Benefit Package.

Applicants interested in this position are welcome to submit their resume and cover letter with three recent professional references including your current supervisor and a letter of permission for KO Board of Education to contact these references to: resumes@edu.knet.ca

As per policy, applicants should note that COVID-19 Immunization is a condition of employment within KOBE.

KOBE gives preference in hiring to members of the KO First Nations, and secondly to indigenous individuals from outside of the KO First Nations. Qualified members of the KO First Nations, as well as indigenous people from outside the KO First Nations are encouraged to apply.

Closing date: July 31, 2024

KOBE wishes to thank all applicants in advance. However, only those granted an interview will be contacted.