



EMPLOYMENT OPPORTUNITY

POSITION: After-School Program Assistant x 3 – Ongoing
LOCATION: Wiikwemkoong Junior School
SALARY: \$30.73 per hour (2 hours/day)
START DATE: September 2, 2025

Under the direct supervision of the School Principal and general direction of the Superintendent of Academics, the role of the After-School Program Assistant (A.S.P.A) will be to facilitate various activities that promote physical activity, positive personal development, and wellness; and to engage and support elementary and primary school-aged children and families in our community. Program delivery Monday to Friday 3-5 p.m. (school year calendar).

RESPONSIBILITIES:

- Working under the supervision of the Principal and School Secretary, the A.S.P.A will instruct and participate in a variety of physical activities aimed at engaging students in fun, recreational and life-long learning objectives.
- Provide a snack to all participants within the program guidelines, accommodating any dietary restrictions.
- Supervise children attending the program and promote safety and respect among the participants.
- Ensure a friendly and supportive atmosphere is maintained by developing appropriate strategies to support children in managing their behavior.
- Respond to the individual needs of children and establish stable and consistent relationships with each child and their family/caregivers.

QUALIFICATIONS:

- Knowledge and experience with leading children/youth activities.
- Ability to communicate effectively and objectively, both orally and in writing, with all levels of staff, the public and program participants.
- Ability to perform the physical requirements of the job including frequent standing, walking, bending, kneeling, crouching, crawling.
- Knowledge and appreciation of Anishinaabe culture, and language are considered definite assets.
- Current First Aid and CPR certification.
- Interested applicants must provide a cover letter, resume, and three work-related references.
- Current vulnerable sector screen (criminal background check).

CLOSING DATE: September 4, 2025 @ 2:00 p.m.

DIRECT APPLICATIONS TO: “Applications”
Wikwemikong Board of Education
34 Henry Street
Wikwemikong, ON P0P 2J0
Email: applications@wbe-education.ca
Tel: 705-859-3834 Fax: 705-859-3787

Preference will be given to Indigenous applicants. Self-identification is encouraged.

***Only those selected for an interview will be contacted. ***