



EMPLOYMENT OPPORTUNITY

AFTERSCHOOL PROGRAM/DROP-IN WORKER

POSITION TITLE	Afterschool Program/Drop-In Worker
DEPARTMENT	Administration – WFN Youth Centre
SALARY	\$18.15 per hour
TERM	Part-Time/Casual/ 1 Year Term (Maternity Leave)
LOCATION	Yarmouth, NS
ESTIMATED START DATE	November 2026

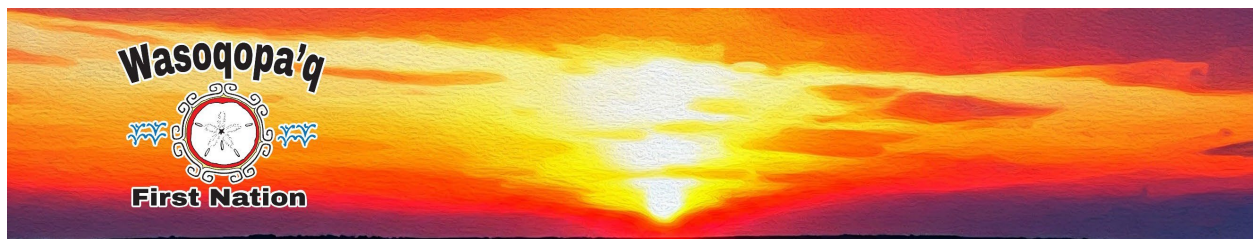
Wasoqopa'q First Nation, owns and operates the WFN Youth Centre located in Yarmouth, NS. The Centre offers an Aboriginal Head Start Program, Afterschool and Drop-in Program, and Summer Day Camps for WFN members children. WFN is currently recruiting for a After School Program – Drop-In Worker on a part -time casual basis. This position is responsible for working as a part of the team to provide the supervision, activities and guidance for the participants of the Early Childhood Development (ECD) Centre. The After School/Drop-in worker, with the team, ensures the events and activities operate efficiently and in accordance with the philosophy, policy, procedures and within the specifications of the ECD.

POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for a Afterschool Program/ Drop-in Worker, reporting to ECE Coordinator, responsible for planning, organizing, and executing the Afterschool Program and Drop-in activities, that provide a safe, structured environment after school, in accordance with the Mi'kmaq Childcare Facility Guidelines in providing high-quality, culturally safe and holistic care rooted in Mi'kmaq language, culture and traditions and provincial standards of the Early Learning and Child Care Act.

ESSENTIAL FUNCTIONS AND DUTIES

- Plans and leads activity-based Afterschool and Drop-in programs such as games, arts and crafts, homework support, outdoor play and cultural activities
- Supports the development of social skills with activities that promote confidence, teamwork, leadership and healthy lifestyles
- Fosters positive behaviour using appropriate guidance and behaviour management strategies such as conflict resolution and problem-solving skills
- Develops and implements the inclusion of Mi'kmaq language, culture and traditions, through materials and program activities
- Respects the cultural and social variance of children and families at the Centre and establish an accepting atmosphere to all children
- Prepares snacks for children, in accordance with the Standards for Food and Nutrition in Regulated Child Care Settings
- Prepares and completes attendance records and provides daily reporting to the ECE Coordinator
- Promote a safe, healthy, and inclusive Centre environment for all children which includes:
 - Maintaining a level of professionalism with all employees, children, parents and or guardians
 - Establishing an effective relationship with parents and addressing complaints in a prompt and professional manner, considering there are different parenting styles and



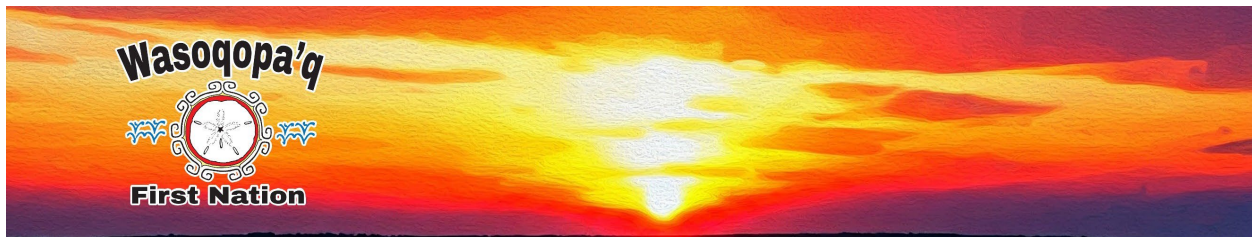
- values, and inform the ECE Coordinator and or Assistant ECE Coordinator of any concerns
- Establishing a positive, non-judgemental, and accepting relationship with children and addressing issues with discretion and forethought
- Addressing all health, medical and safety needs of the children, including emergency situations, following all health and safety protocols, communication and documentation requirements
- Conducting hazard assessments in program spaces to proactively identify, assess, and reduce potential risks or dangers in all areas where children and employees participate in program activities, advise the ECE Coordinator and or Assistant ECE Coordinator of any potential risks or hazards that are not addressed
- Maintaining a clean, sanitary, safe, and welcoming environment throughout the Centre in accordance with health, safety, and organizational standards that includes performing general housekeeping duties of program spaces and outdoor areas of play
- Participates in ongoing learning and professional development to continue providing enhanced learning and development for all children
- Maintains the utmost confidentiality of information regarding children and families
- Adheres to the Mi'kmaq Childcare Facility Guidelines and provincial standards
- Adheres to all Wasoqopa'q First Nation (ACADIA) Policies, Procedures and necessary Centre procedure
- Working in a team environment, other duties, training and activities, as required

QUALIFICATIONS

- High school diploma or equivalent
- Post-secondary education in Child & Youth Care, Early Childhood Education, or a related field is an asset
- Experience working with school-age children preferred
- Knowledge and experience working with children and/or youth in a Mi'kmaw community-based setting is an asset
- Knowledge of Mi'kmaw language, culture and traditions are considered is an asset
- First Aid & CPR, WHMIS and Food Handler's Certification considered an asset
- Non-Violence Crisis Intervention and Prevention Certificate considered an asset
- Criminal Record and Vulnerable Sector Check required upon hiring
 - Child Abuse Registry Check required to be renewed every three years

REQUIRED ABILITIES, SKILLS AND COMPETENCIES

- Ability to manage groups of children in a positive and respectful manner
- Excellent observation and documentation skills
- Strong time management and organizational skills
- Excellent negotiation, and problem-solving skills to address unique situations, while keeping a positive attitude
- Ability to work in a team environment
- Strong interpersonal skills, written and verbal communication skills, to communicate to varying audiences
- Demonstrated computer skills, e.g., Word, Excel, etc.
- A commitment to fostering, cultivating, and preserving a culture of diversity, equity and inclusion



- Demonstrated adherence to integrity and sincerity

WORKING CONDITIONS

- Hours of work are expected to occur during regular Centre hours, which are:
 - WFN Youth Centre operations Monday to Friday 8:00 am to 9:00 pm
 - Head Start Program, Monday to Thursday 8:30 am – 12:00 pm
 - After School Program, Monday through Friday from September to June 2:30 pm - 5:30 pm
 - Drop-in Program, Monday to Friday 6:00 pm – 9:00 pm
 - March Break and Summer Day Camps determined on an annual basis
- There may be a requirement for working any shift including mornings, evenings and weekends
- A valid driver's license is required, and or access to reliable transportation
- Minimal physical effort required except for the movement of equipment, supplies and furniture with weight of up to 20 lb
- A great deal of time is spent working indoors in well maintained, heated/ventilated environment with modern and up-to-date equipment

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@wasoqopaq.ca **Please quote #AFTERSCHOOLPROGRAMDROPINWORKER on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.

DEADLINE TO APPLY

Deadline to Apply: OCTOBER 26, 2026

Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.

We are a community. We make a difference.