



# MOHAWKS OF THE BAY OF QUINTE

## KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE  
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0  
Phone 613-396-3424 Fax 613-396-3627  
Website: [www.mbq-tmt.org](http://www.mbq-tmt.org)

## EMPLOYMENT OPPORTUNITY

**Position Title:** Before & After School Program – Coordinator

**Posting Type:** Internal/External

**Program:** Education

**Location:** Tyendinaga Mohawk Territory, ON

**Position Type:** Part time (30 hours, Academic year)

**Duration:** Permanent Position

**Posting Closes/Deadline:** Ongoing

**Tentative Interview Dates:** TBD

**Salary Range:** RECE- \$31,719 - \$34,135 – Non-ECE \$26,637 - \$29,383

### About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

### Position Summary:

Position provides educational/age-appropriate learning activities for children. Assists children with their creative, cognitive and social skills and performs classroom-related domestic responsibilities.

### Reporting:

This position will report to the Eksa O'Kon:'a Child Care Centre Manager.

### Summary of Main Responsibilities:

- ☞ Supervision and Management of Staff
- ☞ Financial
- ☞ Monitor Government Policies and Legislation
- ☞ Provide Administrative Management of Program
- ☞ Responsible for Provision and Delivery of Services

### Requirements:

- ☞ Post-Secondary Diploma in Early Childhood Education or another relevant diploma preferred;
- ☞ Registered or is eligible to be registered with the College of Early Childhood Educators;
- ☞ Minimum two years' relevant experience; or
- ☞ A combination of Education, Experience and Training may be considered
- ☞ Experience in a First Nations setting preferred
- ☞ Must provide a clear CPIC and VSC (documentation will be required if successful applicant)
- ☞ First Aid and CPR an asset (and must be willing to take the training if hired)

- ☞ Valid Driver's License and vehicle

**Knowledge, Skills and Abilities:**

- ☞ Experience with computer programs (i.e. Microsoft Office, email and internet)
- ☞ Knowledge of the Child Care Early Years Act is an asset
- ☞ Knowledge with using an environmental rating tool (i.e. ECERS/ITERS/SACERS DECA)
- ☞ Passionate about working with children
- ☞ Ability to work as an individual and as part of a team
- ☞ Well developed interpersonal, public relations and relationship building skills
- ☞ Excellent organizational, time and file management skills
- ☞ Ability to maintain strict confidentiality
- ☞ Knowledge of legislation and government agencies an asset

**Behavioural Competencies:**

- ☞ Must be an empathetic and non-judgemental person
- ☞ Must maintain strict confidentiality
- ☞ Be honest, respectful and trustworthy
- ☞ Possess cultural awareness and sensitivity
- ☞ Be creative and flexible
- ☞ Demonstrate sound work ethic
- ☞ Demonstrate keen attention to detail

**Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte                      By Fax: 613-396-3627  
24 Meadow Drive  
Deseronto, ON K0K 1X0                      By Email: careers@mbq-tmt.org  
ATTN: Careers

For more information or a detailed job description, please contact Renee Brant at (telephone) 613-396-3424 ext. 105, (telephone or text) 613-885-4464 or (email) careers@mbq-tmt.org

To find out more about Mohawks of the Bay of Quinte, please visit our website at [www.mbq-tmt.org](http://www.mbq-tmt.org)

- ☞ *Internal Postings are for members of MBQ or active employees only*
- ☞ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ☞ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- ☞ *Late applications will not be considered*
- ☞ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- ☞ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*