



TEMAGAMI FIRST NATION

BEAR ISLAND
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SCHEDULE 'A' – JOB DESCRIPTION

JOB TITLE:	TMFC Summer Student (2 Post Secondary Students)
PRIMARY FUNCTION:	The TMFC Summer Student will ensure the well-being of all children at the Tillie Missabie Family Center (TMFC) and will provide the appropriate level of guidance to each child. The TMFC Summer Student will be required to adhere to the policies in place at the TMFC and will be expected to communicate effectively with their supervisor and coworkers. A high level of decorum and professionalism is expected for this position.
REPORTING RELATIONSHIP:	This position reports directly to the Daycare Supervisor.
STATUS:	Contract – with exception to meeting needs of the employee.
SALARY:	\$18/hour
TERM OF EMPLOYMENT:	July 2, 2025 – August 22, 2025
EFFECTIVE DATE:	July 2, 2025
INCUMBENT:	

CORE COMPETENCIES:

Main Duties

- Assist in the planning and implementation of the program for the daycare in accordance with the policies and philosophies of the Centre.
- Assist co-workers in providing an enjoyable, nurturing, and enriching atmosphere for the children in a clean and stimulating environment.
- Treat children with respect and dignity.
- Assist workers and take direction in the arranging, appearance, décor, and learning environment of the classroom.
- Complete daily housekeeping responsibilities as required.
- Attend all staff meetings.
- Attend all other meetings as requested by the Supervisor.
- Assist workers in establishing an ongoing positive image, environment and atmosphere with children, parents of child, community, and co-workers.
- Design, develop and implement public relations materials (signs, board displays, brochures, newsletters, etc.) and events within the community to promote the integrity, trust and caring that the day care staff provides to its community children.
- Always demonstrate good role modelling behaviours and attitudes towards day care staff and community members.
- Minding and entertaining children with educational tools.

- Supervising the behaviour of Children under ECE and ECA guidance.
- Assist in the feeding of children.
- Assist in arranging sleep time for the younger children.
- Assist in the development and delivery of programs.
- Assist in providing supervision and a safe environment for children/youth activities to learn and participate in new activities, i.e., sports, recreation, creative play, etc.
- Demonstrate good role-modelling, positive attitude, and ability to implement and maintain rules.
- Promote parental/guardian and community participation in activities.
- Able to work flexible hours such as evenings and/or weekends.

Other Duties

- Other duties as required related to the Daycare Relief Worker position.

QUALIFICATIONS:

- **REQUIRED:** recent Criminal Record Check including the Vulnerable Sector.
- **REQUIRED:** Candidate must be 18 years of age.
- **REQUIRED:** must have successfully completed a year of post secondary school and returning as a student in September 2025.
- **REQUIRED:** Valid First Aid and CPR certification, or a willingness to obtain it.
- Food Handler's Certificate is considered *an asset*.
- Driver's license would be is considered *an asset*.
- Interest in pursuing a career in Early Childhood Education or Teaching would be *an asset*.
- Knowledge of community members and clientele is considered *an asset*.
- Able to work in a team environment; as well as independently.
- Self-motivated, reliable, dependable, and in good physical condition.
- Good time-management skills.
- Excellent interpersonal and relational skills with the ability to work closely with children/youth at several age groups.