



Beausoleil First Nation Human Resources

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Christian Island, Ontario
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EMPLOYMENT OPPORTUNITY Right to Play Assistant (OTTER Position)

Posting Date:	December 2, 2025	Salary:	\$17.80
Classification:	Contract	Closing Date:	December 16, 2025
Supervisor:	Education Director and Community Mentor	Vacancy Status:	Existing
Hours of Work:	35 hours/week		

Overview

The RTP Assistant will assist the Community Mentor will promote the use of sport, recreation, leadership and cultural activities for the youth in Beausoleil First Nation in order to provide leadership opportunities, develop life skills, support healthy choices, and strengthen community involvement.

Key Responsibilities Include:

- Day-to-day facilitation of the “Right To Play” Youth Leadership Program with youth leaders through the afterschool program and other youth groups associated with “Right To Play”
- Attend training provided by “Right To Play”, the Beausoleil Education Department, and Beausoleil First Nation
- Prepare notices, advertisements, calendars and other forms of communication to inform the youth, their parents, the Education Department, and community members of events related to the program
- Design and modify program activities and agendas to fit participant needs and to inform all participants
- Lead workshops for youth including the preparation of documents and materials, pre and post workshop assessments, and training reports for each session
- Provide support to youth leaders and youth groups with event planning and organize group discussions to reflect upon and assess their events.
- Ensure that appropriate measures are being taken to ensure the safety of the participants including adequate supervision and permission forms are distributed and signed by parents for youth events and inform the Director of Education of any concerns
- Adhere to the Beausoleil First Nation and “Right To Play” Operational and Financial Policies and Procedures and keep track of expenditures through Daily Expense Logs that are submitted monthly
- Submit anecdotal and quarterly reports to the Director of Education and “Right To Play”
- Build relationships with potential partners to support the delivery of the program including creating a bank of casual staff or volunteers to assist with the supervision and facilitation of youth- led events, or possible grants or donations to supplement the program funding
- Host or organize the participation of youth in intergenerational events in the community or in Ontario
- Ensure proper usage and storage of program resources, equipment, materials, and supplies and the space used for youth workshops, meetings or events is kept clean
- Organize and maintain files pertaining to the “Right To Play” Program regularly
- Attend Education Staff meetings or other meetings as required
- Work with the Community Mentor and Director of Education for the reapplication of the “Right To Play” Program
- Be an effective Role Model for “Right To Play” participants and BFN youth

Qualifications:

- Mature applicant over the age of 18
- Sound organizational skills and time management
- Excellent communication skills.
- Clear Criminal Reference Check (CPIC) and Vulnerable Sector Search
- Due to the scope of the position, applicant MUST be available evenings and weekends.
- Must be able to work independently and in a team environment
- General computer skills including Microsoft Office, the internet and email
- Some coaching and mentoring skills
- Experience or willingness to facilitate workshops and events for youth aged 10- 30 years old
- Ability to adapt to a schedule that changes regularly to accommodate the needs of the program and inform the Education Administration of those changes

How to Apply

Submit a complete application package including:

- Cover letter
- Resume

How to Apply: Email applications are preferred: jobs@chimnissing.ca Alternatively, drop off at the Beausoleil First Nation Administration Building.

Accessibility: BFN is committed to an inclusive, barrier-free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

AI Use: AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.