

## JOB OPENING

# YOUTH COORDINATOR



The Youth Coordinator is passionate about working with youth and develops, delivers and evaluates programs and recreational activities for youth in the community to empower youth to become self-reliant, recognize the value of health and wellness and to develop life skills. The Youth Coordinator collaborates with Health and Education staff as well as partner organizations to integrate the values and strengths of other programs.

### **Duties and Responsibilities:**

1. Develops an operational plan which incorporates goals and objectives for programs and services for youth, including program delivery and evaluation
2. Assists in the planning and organizing of daily programming, develops activities, special or cultural events, creates sports and recreation for groups aged 6 to 13 and 14 to 25, leads youth focus groups to develop leadership skills
3. Organizes activities which encourage youth and parents to take the initiative to learn and participate to carry positive behaviours forward with enthusiasm
4. Conducts needs assessment with the community and youth to identify gaps and provide targeted services
5. Provides direct services to clients, such as leading youth oriented workshops/activities in order to support learning and physical activity in the community
6. Liaises with health and social development teams, as well as partner organizations, to develop and coordinate priorities and activities relating to programs for youth
7. Provides referrals for counselling services and intervenes with youth in crisis to lend support and make appropriate referrals
8. Recognizes and assists youth at risk in the community
9. Provides support to youth on probation or involved in the justice system
10. Develops workshops to assist in self-esteem, self-awareness, conflict management, goal setting, genealogy and cultural interests.
11. Maintains accurate and confidential client files; ensures all required forms are set up in files (electronic and hard copy)
12. Prepares and submits regular activity reports to appropriate agencies, most importantly completing financial reporting for respective government funding bodies
13. Recognizes achievements of participants and coordinates events celebrating successes
14. Provides support in establishing operational policies for the program
15. Attends community meetings and events to provide reports, or to lead related workshops and seminars
16. Writes proposals to secure funding to develop programs
17. Establishes operational policies for the program, as well as organization-wide policies for staff interactions with youth
18. Works with the communications department towards public awareness of programs and events; encourages volunteer and parental involvement, as well as encouraging youth fundraising activities with local businesses
19. Participates in various community support, council and committee meetings
20. Develops youth leadership and role modeling capacities.
21. Other duties as assigned or required

*The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.*

### **Qualifications**

#### **Education:**

- Post-secondary education relating to area of work; such as Education, Child & Youth Care, Social Work or Psychology or an equivalent combination of training and experience
- Knowledge of and experience in First Nations community preferred;
- First Aid, Food Safe, Crisis Prevention Intervention, Suicide Intervention; or willing to obtain;
- Valid Driver's License - Class 4 required, or willing to obtain within 3 months of employment;

#### **Competencies:**

The Youth Coordinator should demonstrate competence in some or all of the following:

- Accountability - holds self accountable for achieving goals and personal development; delivers on commitments
- Communicating information - creates an environment where open, honest communication is valued and develops strong, cooperative relationships
- Planning & Organizing - plans and organizes time effectively to meet goals and timetables visualizing needs for the future
- Initiative - Takes the initiative to identify new challenges or opportunities

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## Skills and Abilities:

- Ability to administer youth programs
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the beginner level (only require basic skills)
- Ability to work independently and build effective interpersonal relationships
- Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

## Experience:

- Planning recreational activities for groups of youth

## Working Conditions:

- Travel to other related organization locations will be required
- Ability to carry out the physical requirements of the job which include lifting, carrying and managing equipment and supplies, as well as walking, pushing and pulling
- Hours will generally consist of non-school hours (3 to 9 p.m.) as well as weekend days and pro D-days
- Receives minimal supervision with occasional direction and very few checks of the work performed

## Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence
- Must be able to obtain and maintain a valid Emergency First Aid Certificate, WCB approved Level 1

## Directly Supervises:

- Youth and youth employees

## General Category:

- Operates as part of a team and is flexible about the boundaries and functions of the job
- Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands
- Ensures that all internal and external deadlines are met
- Travels as required in the performance of their job
- Serves on committees as directed by the Infrastructure Manager
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of the supervisor
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

## How to Apply:

1. Please provide a cover letter and resume

## Wage/salary:

\$26.16 - \$32.33/hour

## Email your Application to:

Human Resources

Email: [hr@xatsull.com](mailto:hr@xatsull.com)

## Mail your Application to:

Attention: Human Resources

Xat'sull First Nation

3405 Mountain House Road,  
Williams Lake, BC V2G 5L5

**Application Deadline:** Open Until Filled

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

*Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.*

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