

## **FIRST NATION OF NA CHO NYAK DUN (FNNND)**

**POSITION TITLE:** Youth and Recreation Coordinator  
**DEPARTMENT:** Education  
**SUPERVISOR:** Manager, Education  
**DATE:** August 2022  
**STATUS:** Regular Indeterminate  
**CLASSIFICATION:** Level 5

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### **Job Summary**

Reporting to the Manager, Education, the Youth and Recreation Coordinator will develop and coordinate community-based sport, culture, education, and recreation activities for youth. This includes developing local leadership initiatives and empowering youth residents and helping share FNNND ways of knowing and doing. Tasks include event coordination, helping to secure funding for youth, and running the Youth Centre facility while promoting active living as a lifestyle and using different methods to engage youth in activities.

### **Main Responsibilities**

#### **1. Event Coordination**

- Develops an annual workplan and budget in coordination with the supervisor on youth activities and events that promote community spirit, pride, health, and participation, which includes, seasonal (summer, spring, and winter) break events and holiday events (i.e., Christmas, Valentine's, Easter, Indigenous Day, etc.);
- Organizes and facilitates Youth Council meetings by helping assign and teach roles and responsibilities contained in the FNNND Constitution, as well as advocates for Youth Council participation in General Meetings and Assembly;
- Organizes and coordinates Youth trips (i.e., travel arrangements, consent forms and waivers, securing chaperones, etc.);
- Actively communicates and advocates Youth Centre activities and events via creating a monthly activity schedule and newsletter;
- Coordinates and assists other departments in fulfilling Youth participation and involvement;
- Communicates and creates alliance with the Village of Mayo (VOM) Recreation contact on shared community Youth event planning and coordination efforts; and
- Is an active participant in facilitating and attending Youth initiatives (i.e., Youth Culture Camps) and seeking resources for Youth as required.

#### **2. Funding Proposals**

- Has the ability to complete to research and seek funding proposals to obtain operational grants from potential resources for community youth and recreation; and
- Coordinates fundraising events to supplement the budget and encourages volunteer initiatives.

### **3. Facility Operations**

- Prepares and coordinates work schedules for Youth and Recreation Assistant and Youth Workers;
- Ensures the Youth facility is a safe space, alcohol and drug free environment, listens to Youth praises and concerns and stimulates a positive and mature approach to meet their needs and safety;
- Actively engages and participates with youth activities and ensures we are respectful to one another, themselves, the space, and other staff and guests;
- In coordination with the Youth and Recreation Assistant, coordinates ordering, supplying and preparing meals for Youth;
- Provides necessary facility materials and supplies for the Youth Centre;
- May assist in training and developing subordinate employees and/ or volunteers;
- Provides support and resource services, such as, peer counselling, guidance, or referrals, for youth at risk or in crisis;
- Ensures the facility is maintained and assists with cleaning the kitchen area and wiping down appliances, such as stove, fridge, counters, tables, utensils, dishes, pots/ pans as used, washrooms, garbage, and vacuum, as needed;
- Ensures the facility is secure and checked upon daily closure (i.e., windows/ doors are locked, appliances are functional and off, etc.);
- May develop youth and recreation policies and procedures as required; and
- Ensures FNNND policies and procedures, Occupational Health and Safety regulations and other applicable cultural protocols are followed within the facility.

### **4. Management of Vehicle Fleet**

- Tracks and maintains a record of fleet vehicle maintenance and mileage logs; and
- Ensures fleet vehicles are compliant with YG and FNNND regulations (i.e., Insurance and Registration are up to date, roadside safety procedures, etc.);

### **5. Other duties as required.**

#### **Qualifications, Experience and Technical Skills:**

##### **Education & Experience:**

- Grade 12 or equivalent and/ or post-secondary education in Office Administration, Tourism and Recreation and/ or individual course work;
- Or an equivalent combination of education, training and work experience, preferably in a First Nations work environment;
- Good written and oral communication skills;
- Ability to establish and maintain good working relationships with staff, youth, citizens and other agencies.

**Office Equipment Skills:**

- Computer skills (Microsoft Office)
- Phone, fax, copier
- General office procedures and filing

**Specific Skills:**

- Knowledge of FNNND’s history, culture, demographics, goals and aspirations an asset;
- Knowledge of recreation activities relevant to First Nations and small northern communities;
- Knowledge of disciplinary theories and practices for children and youth;
- Strong coordination, organizational and time management skills;
- Awareness of social issues affecting First Nations and non-First Nations youth;
- Knowledge of government funding programs and resources;
- Strong communication and problem-solving skills;
- Able to work well under pressure and in stressful situations;
- Ability to work in a team environment or with minimum supervision;
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

**Personal Suitability**

This position requires an individual who is genuinely interested in the development and success of youth within the community. This individual must be driven and able to participate with a team of youth, parents, volunteers, co-workers and community members with energy, motivation, and patience. He/ she must demonstrate reliability and confidence.

**Decision Making**

Incumbent will exercise discretion when plans need to be changed or modified, when deciding what teachings to use for Youth Skills and what fundraising needs to be done and how; will use established rules and procedures for youth safety.

**Impact/ Accountability**

The incumbent is accountable for proving to be a positive role model for youth. The interaction with youth through recreational, social, and cultural programming impacts the future well-being of the youth and the community. This position will have a direct impact on the effectiveness of Youth Council operations.

**Key Personal Contacts and Nature of Contacts:**

<b>WHO</b>	<b>NATURE OF CONTACT</b>
Who	Nature of Contact
Elders	Traditional cultural rules apply

NND Citizens	Exchange information with regarding projects and events.
Chief and Council	May be asked to exchange information with regarding projects or events.
Manager, Education	Will receive direction from and report to.
Staff	Will collaborate on projects and daily duties.
Youth and Recreation Assistant and Youth Workers	Will supervise and give direction to.
Outside Organizations	Will deal directly with in meetings and conferences.
Youth	Will collaborate and organize activities inclusively.

### **Positions Supervised**

- Youth and Recreation Assistant
- Youth Workers
- Chaperones/ Volunteers

### **Working Conditions**

Concentration is often required when performing administrative functions (i.e., developing plans and budget, writing proposals, and reporting requirements, and coordinating and scheduling events). There may be the requirement to deal with individuals with substantially different values and beliefs, and emotional individuals. There is a requirement for frequent travel within the community and the requirement to work outside for outdoor recreational activities. There also may be a need to work overtime and weekends to meet program needs and occasional lifting and transporting of supplies.

### **Conditions of Employment**

- Valid Class 5 Driver's License and Drivers Abstract
- Vulnerable Security Clearance
- First Aid and CPR Level C (Wilderness First Aid preferred)

*Note: This is a general description of position responsibilities and is not necessarily all encompassing.*