



First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

COMPETITION #: 9130-24-503-01

Position: YOUTH AND RECREATION COORDINATOR

Department: Education

Location: Government House, Mayo, Yukon

Status: Regular Indeterminate

Hours: 75 Hours Bi-Weekly

Posting Date: May 22, 2024

Closing Date: May 31, 2024

Job Description: <https://www.nndfn.com>

THE OPPORTUNITY

This is an opportunity to 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 healthy active living as a lifestyle and using different methods to engage youth in activities.

THE PERSON

This person is genuinely interested in the development and success of our children in the community. A person who proves to be ambitious, motivated and reliable. This person is comfortable with a flexible work schedule to meet the needs of the program, works independently and is confident in role modelling positive behaviour and mannerism ensuring the safety of our children while having fun!

QUALIFICATIONS

This person will have good written and oral communication and coordination skills in fulfilling administrative duties in activity planning and programming. Grade 12 or equivalent and/ or post-secondary education in Office Administration, Tourism and Recreation and work experience. Familiarity working within a First Nation environment/ community would be an asset.

You must be familiar with the use of standard office equipment and demonstrated computer skills using Microsoft Office and Outlook.

Special Working Conditions

Vulnerable Security Clearance, Valid Class 5 Driver's License and Abstract, First Aid CPR Level C, and Food Safe Certification.

ANNUAL SALARY RANGE: \$ 59,599.00 - \$ 78,500.00 Annually [\$ 30.46 - \$ 40.12 /hr]

The FNNND offers a competitive benefits package including shared pension contributions, extended health, and dental plan. There is no subsidized housing for this position.

If you are interested in this opportunity, please send cover letter and resume to:

Ronalda Moses
Human Resources Adviser
First Nation of Na-Cho Nyäk Dun
Box 220, Mayo, Yukon Y0B 1M0
E-mail: hr@nndfn.com
Phone: 867-996-2265 ext. 121

Please note: In order for your application to be considered you must be a permanent resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Although we thank all those who apply only those selected for further consideration will be contacted.