

## **FIRST NATION OF NACHO NYAK DUN (FNNND)**

**POSITION TITLE:** Recreation Youth Assistant  
**DEPARTMENT:** Education  
**SUPERVISOR:** Coordinator, Youth and Recreation  
**STATUS:** On-call  
**SALARY:** Level 2

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### **JOB SUMMARY**

Reporting to the Coordinator, Recreation and Youth, the Recreation Youth Assistant will assist with community based sport, culture, education and recreation activities for youth. The incumbent is responsible for promoting active living as a lifestyle, utilize different facilities to engage youth in activities, ability to mentor students and encourage healthy choices; as well as, participate with Youth Council initiatives and oversee activities as planned.

### **MAIN DUTIES**

- Report regularly and ensure all planned and scheduled activities are coordinated and implemented accordingly as collaborated with supervisor;
- Assist with planning and implementation of special events for the community related to recreation; such as, evening/ weekend / school break activities, fundraising, office organization/ filing, and cultural camps;
- Assist in coordinating and hosting fundraising events;
- Ensure the Youth Center facility is a safe environment and secure at all times (i.e. doors and windows are locked and secure);
- Assist departmental Managers with special events as they relate to Youth and Recreation, as approved by supervisor;
- May be requested to report on and contribute to the Community Calendar by posting awareness of upcoming events (i.e. FNNND Newsletter regarding outcome of past and upcoming activities/ events);
- Must be able to provide an alcohol/ drug free environment and ensure youth are abiding by facility rules and keeping the facility tidy and clean;
- Must coordinate and prepare snack menu for Youth and advise Coordinator of food/ supplies as required;
- Must be able to clean and wipe down kitchen area and appliances (i.e. stove, fridge, counters, tables, utensils, dishes, pots/ pans) and ensure washrooms are clean, garbage removed daily and vacuum, as needed;
- Must ensure the exterior grounds are litter-free and of any dangerous obstacles; and
- Other duties as related to job may be required.

### **QUALIFICATIONS**

#### **1.) Education & Experience:**

- Grade 10 Academic; and/ or
- Three years' experience in the field through paid or volunteer service;

- Equivalent combination of education, training and work experience preferably in a First Nations work environment;
- Experience creating menu/ plan/ budgets and cleaning and or willing to learn;
- Good written and oral communication skills; and
- Ability to establish and maintain good working relationships and rapport with staff, youth, Citizens and other agencies.

**2.) Office Equipment Skills:**

- Computer skills (MS Outlook, Word, Excel, Publisher and PowerPoint)
- Phone, fax, copier
- General office procedures and filing

**3.) Specific Skills:**

- Excellent written and oral communication skills;
- Strong organization and coordination skills;
- Time management skills;
- Ability to work in a team environment and/ or independently; and
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

**4.) 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 self-driven and able to participate with a team of youth, parents, volunteers, co-workers and community members with positive energy, motivation, and patience. He/ she must demonstrate reliability and confidence and be able to work under pressure.

**DECISION MAKING**

The position reports to the Coordinator, Youth and Recreation and will work closely with the Education department. The position advises the Coordinator as issues or concerns arise that may adversely impact the program.

**IMPACT/ ACCOUNTABILITY**

The incumbent is accountable for being a positive role model for youth and ensuring a safe and secure environment. The interaction with youth through recreational, social and cultural programming may impact the future well-being of the youth and the community.

**Nature of Contact**

<b>Youth Recreation Coordinator</b>	<b>Will receive direction from and report to.</b>
<b>Manager, Education</b>	<b>Will receive direction from when Coordinator, Youth and Recreation is absent.</b>

<b>Staff</b>	<b>Will work with on projects and tasks as required.</b>
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**WORKING CONDITIONS**

The position is located at the FNNND Youth Center and the incumbent is expected to conduct themselves in a courteous and tactful manner; and must be able to handle a number of projects and distractions at the same time. Concentration is often required when performing administrative functions in developing and coordinating activity plans and reporting. There may times the incumbent may deal with individuals of substantially different values, beliefs and emotions. There may be travel within the community and must be able to work outside for outdoor recreational activities. The hours of work in this position is based on flexible scheduling in meeting the needs of Youth. Some lifting may be required (10-25 lbs) in transporting recreational equipment and supplies.

**CONDITIONS OF EMPLOYMENT**

- Oath of Confidentiality and Code of Conduct;
- Security Clearance (Vulnerable Sector);
- First Aid and CPR Level C (Wilderness First Aid preferred); and
- Valid Class 5 Driver’s License and Driver’s Abstract, Class 4 an asset.