

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

**POSITION TITLE:** Youth Day Camp Supervisor  
**DEPARTMENT:** Education  
**SUPERVISOR:** Coordinator, Youth and Recreation  
**STATUS:** Term  
**SALARY:** \$ 25.00 per hour

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### **Job Summary:**

Reporting to the Coordinator, Youth and Recreation the Youth Day Camp Supervisor is responsible for the well-being of the children in the FNNND Youth Day Camp program. The incumbent is responsible for following and aiding in the creation of age appropriate program of activities to stimulate the social, physical, intellectual, creative, emotional, and spiritual development of children in their age group.

As an employee of the FNNND attendance, commitment and obligation to the guidelines of the position is paramount. The confidentiality policy is to be followed at all times, which means there is to be no discussion outside of the Camp of the events that take place within the program. Employees are to be 100% focused on and in the position being attentive to the children, and keeping them safe at all times.

*We are here for the children, and must respect them, and treat them as we would like to be treated.*

### **Main Duties:**

- Communicate with parents/ guardians on a regular base in order to develop a partnership and ensure they are aware of their child's participation and any needs, as required;
- Keep a daily log to inform parents/ guardians of daily events (i.e. activities, accidents, outside time, meals, etc.);
- Ensure that all regulations are met and kept at all times (i.e. safety, nutrition, ratios, effective supervision, etc.);
- Meet with the supervisor as needed to discuss any issues, progressions, and programming plans;
- Daily cleaning schedules are to be met (i.e. kitchen, bathroom, open area);
- Maintain Youth facility space (i.e. rotating and discarding of any recreational equipment, art/ craft supplies that are unfit, create a fun and accessible area for play and learn, ensure grounds are safe, etc.);
- Work in close relation with other workers to ensure healthy and progressive recreational activities;
- Review and familiarize yourself with the youth registration forms informing of their personal information (i.e. allergies, health care card number, emergency contacts, etc.);
- Must be willing and able to coordinate recreational activities for youth (i.e. games, events, extracurricular activities, etc.); and
- Other duties as related to job may be required.

### **Professional Conduct:**

- Cross cultural awareness, sensitivity and understanding;

- Respect your fellow employees, as well as the children at all times;
- No inappropriate language around or while attending to children;
- There is a zero tolerance for physical punishment of any kind, there will be a criminal investigation done by the RCMP should an incident occur;
- The self-esteem of the child must be kept in mind when being disciplined;
- Positive attitudes are always required, and if there is a misunderstanding, it must be effectively communicated in a professional manner; and
- Regular attendance must be obtained.

### **Education, Knowledge and Experience:**

- Grade 10 Academia;
- First Aid/ CPR certification (or willing to obtain);
- Must be able to demonstrate experience working/ supporting children within the age demographic of the position 5 years & up;
- Must have knowledge of working/ supporting Aboriginal children, and families, as well as, other cultures; and
- Must have ability to participate as a team player within a group setting.

### **Impact and Accountability:**

The decisions that you make on a daily basis will affect our children, such as, their safety, health and general well-being; therefore effective decision making skills is an asset. Ineffective planning will have a direct impact on the children, as a whole; therefore, serious thought and contemplation must be done in order for the program deliverable to be successful.

### **Working Conditions**

The work environment is situated at the Youth Centre; however, there will be outings and adventures outside the premises. Your physical effort will be needed in order to participate in children's activities, as well as, the need to lift and carry children as required. The position of a Child Care Professional does include stresses (i.e. the constant supervision of multiple children, abiding by strict guidelines, the planning of daily events, as well as following regular day to day operations).

### **Conditions of Employment**

- Oath of Confidentiality and Conduct
- Security Clearance (Vulnerable Sector)
- Valid First Aid /CPR
- Valid Class 5 Driver's License and Driver's Abstract, Class 4 as asset.