



**First Nation of Na-Cho Nyäk Dun  
Mayo, Yukon  
EMPLOYMENT OPPORTUNITY**

**Position Title:** Youth Day Camp Supervisor  
**Department:** Education: Youth and Recreation  
**Salary Range:** \$ 25.00 rate per hour  
**Term:** Until August 24<sup>th</sup>, 2018  
**Closing Date:** **Friday, June 29<sup>th</sup>, 2018 OR Until Filled**

**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.

**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.

**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.

For a copy of the job description and to submit your Resume and/ or FNNND Employment Application please contact:

**Ronalda Moses, Manager, Human Resources**  
**First Nation of Na-Cho Nyäk Dun**  
**Phone: (867) 996-2265 Ext. # 203**  
**Fax: (867) 996-2267**  
**Email to: [humanresources@nndfn.com](mailto:humanresources@nndfn.com)**

*\*Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens\**