



First Nation of Na-Cho Nyäk Dun **EMPLOYMENT OPPORTUNITY**

Position Title: NND Youth Coordinator
Department: Education
Salary Range: Based on experience – training level
Term: Full Time Term (75 hrs/ bi-weekly) until March 31, 2019 Based on Flex Time
Closing Date: November 30, 2018

JOB SUMMARY:

Reporting to the Manager of Education, this position will develop and manage a community based sport and recreation system, this position is responsible for the engaging/planning and implementation of prevention programs for the Youth Council of NND and oversees activities planned by the Youth Council.

MAIN DUTIES

- Develop an annual Youth and Recreation work plan and budget in collaboration with Social Director and Recreation committee as well as a budget and plan for all Youth activities/trips; Plan and implement NND youth recreation activities promoting community spirit and pride by encouraging community participation;
- Access proposals and initiate fundraising events to supplement budget;
- Develop long term strategic plans to promote recreation and healthy living for youth;
- Train Youth Council on roles/responsibilities contained in NND Constitution and ensure youth participation with Chief and Council, NTC, CYFN GA's and other meetings as required;
- Establish policy on youth: travel, rules, chaperones, camping, etc; and make travel arrangements/approvals;
- Ensure the safety of youth with: chaperones, drivers, events, trips, hotels, and camping trips;
- Establish a safe environment for youth to speak freely and make decisions;
- Ensure a criminal check is done for each adult involved with the youth;
- Reporting to the Manager on all youth activities planned and delivered;
- Assist Departmental Directors & Program Delivery Managers with special events as they relate to Youth;
- Coordinate special events for the community with a special emphasis on youth such as Summer, Winter, Spring Break youth programs.
- Publish recreation activity calendars in the community;
- Address issues or concerns raised by youth;
- Providing support services such as peer counseling, guidance or referrals for troubled youth;
- Identify, recruit and train volunteers/staff for coaching clinics, officiating clinics, and Recreation committee training;
- Coordinate with the Village of Mayo Recreation Board and/or Recreation Director;
- Organize special events with Youth such as Christmas dinner and presents, New Years Celebrations, Easter Party, Mother's Day, Father's, Aboriginal Day, Canada Day, Halloween and summer craft programs;

CONDITIONS OF EMPLOYMENT

- Position requires tact, diplomacy and discretion while dealing with sensitive information in a confidential environment;
- Valid Class 4 Yukon Driver's License is preferred or class 5;
- Signature on NND personnel documents regarding confidentiality
- Willingness to accept additional training as directed.
- Complete a criminal check.

A DETAILED JOB DESCRIPTION IS AVAILABLE AT: www.nndfn.com

Please submit cover letters/ resumes by: November 5, 2018 @ 4:30 p.m.

**Jennifer Zaluski, Human Resources
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