



Na-Cho Nyak Dun First Nation (FNNND)

<u>Position Title:</u>	Youth and Recreation Assistant
<u>Department:</u>	Education, Youth & Daycare
<u>Supervisor:</u>	Youth and Recreation Coordinator
<u>Date:</u>	April 2022
<u>Status:</u>	Regular Fulltime
<u>Classification:</u>	Level 2

A. Job Summary:

Reporting to the Youth and Recreation Coordinator the Recreation Youth Assistants will do the following tasks: Assist with afterschool/evening community-based sport, culture, education and recreation activities for youth. The position will promote active living as a lifestyle, and use different facilities to engage youth in activities, mentor students and encourage healthy choices. As well as participate with the Youth Council and oversee evening/weekend activities planned.

The incumbent will be responsible for local leadership initiatives and empowering youth residents and helping share NND ways of knowing and doing. Tasks include assistance with event coordination, secure funding, and running the Youth Centre.

B. Main Duties:

C. Assist with Event Coordination

- a. Help plan, facilitate, and attend youth activities and trips that promote community spirit, pride, health, and participation, including:
 - i. Summer, spring, and winter break events
 - ii. Holiday events like Valentine's Day, Easter, Indigenous Day, May Gathering, etc.
 - iii. Culture camps
 - iv. Other youth trips
- b. Assist in the creation of a monthly schedule of events
- c. Assist in Youth Council meetings by helping assign and teach roles and responsibilities contained in the First Nation of Na Cho Nyäk Dun's Constitution, as well as Youth Council participation in General Assemblies
- d. Contribute to the Education Department Youth Newsletter
- e. Communicate regularly with Youth Coordinator on Youth Centre related activities

D. Help secure funding for Youth Events

- a. Assist in fundraising events

E. Run the Youth Centre

- a. Assist in maintaining the Youth Centre space as a safe, alcohol/drug free environment, listening to Youth concerns, and encourage youth involvement in community events
- b. Engage with youth during opening hours and activities and ensure youth are respectful to each other, themselves, the space, and staff
- c. Assist in organizing food orders and cook meals for Youth Centre
- d. Assist in organizing material/supplies orders for Youth Centre
- e. Assist in maintaining the Youth Centre space by cleaning and wiping down the appliances such as stove, fridge, counters, tables, utensils, dishes, pots/pans as used, washrooms, garbage, and vacuum as needed. Ensure all windows/doors are locked upon leaving and all appliances are off. And make sure the outside is litter free
- f. Ensure NND ways of knowing and doing are reflected in the space

F. Other duties may be required

G. Impact / Accountability:

Youth and Recreation Coordinator Assistant - Job Description

Appendix "A"

The incumbent is accountable for providing a positive role model for youth. The interaction with youth through recreational, social and cultural programming impacts the future well being of the youth and the community.

Nature of Contact

Who	Nature of Contact
Youth Recreation Coordinator	Will receive direction from and report to.
Manager, Education, Youth and Daycare	When the Recreation Coordinator is away
Staff	Will collaborate on projects and daily duties.
Youth	Will collaborate with to organize activities that they want

H. Working Conditions:

The position is located in the NND Youth Center and is expected to function in a courteous and tactful manner, and be able to multitask several projects, which can be stressful. Concentration is often required when performing administrative functions, developing plans and budget, and reporting requirements, and coordinating and scheduling events. There may be the requirement to deal with individuals with substantially different values and beliefs, and emotional individuals. There is a requirement for frequent travel within the community and the requirement to work outside for outdoor recreational activities. There also may be a need to work evening/weekends to meet program needs and occasional lifting and transporting of supplies this is where flex time falls into place.

I. Qualifications, Experience and Technical Skills:

1.) Education & Experience:

- Grade 10 Academic.
- Or 3 years' experience in the field through paid or volunteer service.
- Or an equivalent combination of education, training and work experience preferably in a First Nations work environment.
- Good written and oral communication skills.
- Ability to establish and maintain good working relationships with staff, youth, Citizens and other agencies and excellent rapport to gain their cooperation and assistance.

2.) Office Equipment Skills:

- Computer skills (Microsoft Office, excel, publisher, outlook, 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 or with minimum supervision.
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times.

Appendix "A"

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

K. Conditions of Employment:

- Oath of Confidentiality and Code of Conduct
- Security Clearance, alcohol/drug free
- First Aid and CPR Level C (Wilderness First Aid preferred) Valid Class 5 Driver's License and Driver's Abstract (preferably class 4)