

First Nation of Na-Cho Nyak Dun (FNNND)

IDENTIFICATION: Youth and Recreation Assistant
DEPARTMENT: Education
SUPERVISOR: Youth and Recreation Coordinator
DATE: July 2024
STATUS: Regular Indeterminate
CLASSIFICATION: Level 3

Job Summary:

Reporting to the Youth and Recreation Coordinator, the Youth and Recreation Assistant will assist with after school/ evening community-based sport, culture, education, and recreation activities for youth. This position promotes active living as a lifestyle and uses different facilities to engage youth in activities, mentor students and encourage healthy choices. The incumbent will also participate with the Youth Council in local leadership initiatives and empowering community youth.

Main Duties:

- Assists and participates in fundraising initiatives with Youth.
- Ensures the health, safety and welfare of the Youth and environment.
- Promotes and encourages youth participation and involvement in indoor and outdoor activities, special events and field trips.
- Ensures a safe environment for Youth to be able to speak freely, create boundaries and make decisions in an ethical and polite manner.
- Reports on program activities regularly as requested (i.e. attendance, evaluation, feedback, etc.).
- Assists with youth and recreation programs that are integral with other department projects as approved by the supervisor.
- Assists with planning, coordinating and delivering community special events and camps within the scope of youth and recreation on evenings, weekends, and school breaks.
- Assists with reporting and contributing to the monthly Community Calendar and FNNND Newsletter summarizing program activity achievements, photographs, and upcoming events.
- Must ensure the Youth Centre is an alcohol/ drug-free space at all times.
- Ensures Youth are adhering to the rules of the Youth Centre, Youth collaboratively take care and tidy their space prior to closure and outside grounds are liter free.
- Other duties as required.

Qualifications, Experience and Technical Skills

Education & Experience:

- Grade 10 academic or three years' experience in the field through paid or volunteer service.
- An equivalent combination of education, training, and work experience preferably in a First Nations work environment.

Office Equipment Skills:

- Computer skills (Microsoft Office Word, Outlook, Excel, PowerPoint)
- Phone, fax, copier

Specific Skills:

- Good organizational and coordination skills.
- Excellent written and oral communication skills.
- Time management skills.
- Ability to work in a team environment or with minimum supervision.
- Ability to establish and maintain good working relationships with staff, youth, Citizens, and other agencies and excellent rapport to gain their cooperation and assistance.

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. The incumbent must demonstrate reliability and confidence.

Decision Making

The incumbent is responsible for day-to-day operational programming decisions within the area of assigned responsibility. It is expected the supervisor is advised when issues or concerns arise that may adversely impact on the delivery of any youth and recreation programs.

Impact/ Accountability

The position is accountable for the efficient and effective development and operation of the youth and recreation program within the parameters of the department operational plan. The success of the position and interaction with youth through the delivery of recreational, social and cultural programming impacts the future well-being of the youth and the community.

Key Personal Contacts and Nature of Contacts:

WHO

NATURE OF CONTACT

Elders	Traditional cultural rules apply
NND Citizens	Exchange information with regarding program.

Youth and Recreation Coordinator	Will receive direction from and report to.
Staff	May collaborate on program projects.
External Organizations and Agencies	May exchange information and work collaboratively on programs.
Youth	Will collaborate and participate in activities.

Positions Supervised

Not applicable

Working Conditions

- Environmental – position is located in the FNNND Youth Centre and programming may occur offsite at parks, camps and/ or locations outside the traditional territory (i.e. field trips). Must be able to work flexible work hours on evenings and weekends to meet the needs of the program.
- Physical – position requires fitness, healthy living and well-being that is involved in community activities. Must be able to lift up to 20 lbs. carrying, packing, storing recreational supplies and equipment.
- Emotional – position may deal with Youth at risk and family members. Sensitive encounters may occur and require interpersonal skills when engaging with youth, citizens, and staff who may demonstrate irritability.

Conditions of Employment

- Criminal Record Check (Vulnerable Sector)
- Valid Class 5 Yukon Driver's License and Abstract (*Class 4 preferred*).
- First Aid/ CPR Certification
- Food Safe Level 1 Certification (*must be willing to obtain*)