

SKEETCHSTN INDIAN BAND

JOB OPPORTUNITY Youth worker/Recreation Coordinator

Do you possess a strong interest in recreation and cultural activities, youth and their families? Are you ready for a job that inspires and makes a difference in people's life? Skeetchestn Indian Band has an exciting opportunity for a frontline role as Youth worker/Recreation Coordinator. If you are creative, highly motivated, experienced in developing, planning, organizing and coordinating activities and a real team player, then perhaps you are ready to join our outgoing Social Development Team.

Role & Responsibilities

The Youth worker/Recreation Coordinator will be tasked to develop, implement and evaluate programs for youth in our community along with administering and delivering the programs to the youth of all group age via arts-based activities, , health and well-being activities, cultural activities, outdoor education and sports/fitness activities. The incumbent will also be responsible to research, survey, develop, implement and deliver programs for adults and families leading to well-being, cultural engagement and self-discovery.

Reporting to the Social Development Department Manager, responsibilities will include:

- Planning events/activities for the youth of all group age, adults, and families of the Skeetchestn Band.
- Schedule and promote youth, adults and community activities and events on a monthly basis.
- Getting the Youth involved and active.
- Seeking opportunities for Youth involvement.
- Be present to youth concerns and work closely with the Social Development team, including QHS and the community school to enhance programming.
- Administration of a large budget.
- Fundraising for youth events if needed.
- Prospecting for new funding opportunities, write proposals and apply for grants and reporting to funding sources.
- Participate in community consultation sessions and conduct surveys from time to time to gather input or evaluate satisfaction.
- Prepare regular youth activity reports, presentations, program impact updates (evaluate effectiveness).
- Develop and maintain strong relationships with the youth and their families, and all community members.

Qualifications:

- Comprehensive computer skills
A valid class 5 driver's license with a clean Drivers Abstrac. * MUST agree to obtain class 4 within 2 months of employment.
- Previous experience working with Youth or Recreation/Community Services
- Knowledge and understanding of First Nations communities an asset
- Must have a reliable vehicle - Must undergo a Criminal Record check.
- Must be willing to take training. - Must be a self-motivated role model.

Length of Employment & Wage Range:

This is a full-time permanent position, based on 40 hours per week and does include evenings and weekends from time to time.

Group Pension Plan and Extended Health Benefits will commence after a 3-month probationary period. Wage range from \$16-\$19.00 based on experience. **How to Apply:** Forward your resume, with current references to adminassist@skeetchestn.ca

OFFICE: 330 Main Drive, Skeetchestn Band Office. **MAIL:** P.O. Box 178, Savona, BC, V0K 2J0.

Fax: 250-373-2494 **EMAIL:** adminassist@skeetchestn.ca Resumes will be accepted until position is filled.

Thank you for your interest however only those candidates chosen for an interview will be contacted.