

CHAMPAGNE and AISHIHIK FIRST NATIONS

<u>Identification:</u>	Youth Centre Worker
<u>Department:</u>	Community Wellness
<u>Supervisor:</u>	Youth Programs Officer
<u>Date:</u>	September 2019
<u>Wage Level:</u>	5
<u>Status:</u>	Auxiliary On-call

A. **Job Summary:**

Reporting to the Youth Programs Officer, this position assists with the development and overall coordination and delivery of youth recreational and personal development programs with emphasis on cultural relevance; and performs other duties.

B. **Main Duties:**

1. Assists with the development and overall coordination and delivery of youth recreational and personal development program activities by:
 - delivering CAFN youth recreation programs as directed by the Youth Programs Officer;
 - promoting community spirit and pride by encouraging community participation in CAFN youth activities;
 - developing and maintaining communication lines to discuss issues or concerns of youth;
 - making referrals to support services such as peer counseling, guidance for at risk youth;
 - acting as a resource for the CAFN Youth Council
2. Oversees the general administration of the CAFN Youth Centre by:
 - providing on-the-job training to Youth Centre Staff and volunteers;
 - assisting the Youth Programs Officer in the proper care and maintenance of the Centre;
 - ensuring that the Centre is kept open on a regular basis through assisting the Youth Programs Officer with scheduling and working outside of regular office hours
3. Performs other duties, such as:
 - participating in recreation meetings, workshops and committees, as directed

C. **Job Knowledge and Skills**

Education and Experience:

Grade 12 with education/training in youth recreation or one of the social services/sciences with some experience in administration and program management, or an equivalent combination of training and experience.

Job Knowledge:

Knowledge of CAFN history, culture, demographics, goals and aspirations

Awareness of social issues affecting First Nations and non-First Nations youth

Some knowledge of recreational, social and life skills programming and activities relevant to First Nations and

small Northern communities
Knowledge of traditional CAFN recreational activities

Management Skills:

Possess strong organizational skills
Ability to coordinate, plan and direct program to meet goals and objectives
Ability to work with minimal supervision

Specific Skills:

Ability to establish and implement recreation programs and activities with emphasis on Southern Tutchone culture

Interpersonal Skills:

Ability to relate for First Nations and non-First Nations youth
Possess good written and verbal communication skills
Ability to work in a team environment
Ability to motivate others
Ability to lead, supervise and relate to people
Ability to resolve conflicts and deal with others

D. **Decision Making:**

Goals, objectives and long term priorities for this position were established by the Youth Programs Officer in conjunction with the Community Wellness Manager with input from the CAFN Youth Council and Youth Councilor. The incumbent is responsible for the day to day management of the program and achieving program objectives.

E. **Impact/Accountability:**

The position is accountable for providing a positive role model for all youth within CAFN communities. The interaction with youth through recreational, social and cultural programming impacts the future well-being of the youth and communities.

F. **Positions Supervised:**

None

G. **Working Conditions:**

This position is located in a Youth Centre or facility with some requirement to travel to CAFN communities as well as a requirement to work outside for outdoor recreational programming. There is some need to work overtime and weekends to meet program needs. There may be the requirement to deal with angry, emotional or dissatisfied clientele. There is often the requirement to deal with individuals with substantially difference values and beliefs.

H. **Conditions of Employment**

- A valid Yukon Class 4 driver's license, or willingness to obtain
- Food Safe Certificate
- Criminal Records Check with Vulnerable Sector Check
- Valid First Aid Certificate or willing to obtain
- Willing and able to occasionally travel to other CAFN communities
- Willingness to work evenings and/or weekends, as required
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed

- Mandatory confidentiality is a condition of employment for all CAFN personnel
 - All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.
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I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Director, Human Resources

Date

Senior Director, Citizen Services

Date

Director, Community Wellness

Date

Employee

Date