

CHAMPAGNE and AISHIHIK FIRST NATIONS

Identification: Youth Centre Support Worker  
Department: Community Wellness  
Supervisor: Youth Program Manager  
Date: April 4, 2024  
Wage Level: 6

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**A. Job Summary:**

Reporting to the Youth Program Manager, this position assists with the development and overall coordination and delivery of youth recreational and personal development programs with emphasis on cultural relevance. This position will also provide administrative support to program projects, as assigned by the Youth Program Manager and performs other related duties.

**B. Main Duties:**

1. Coordinate and delivery of the Children / Youth Recreational Programs and personal development activities by:
  - Developing and maintaining staff scheduling within regular and collaborative Youth Centre programs
  - Sharing in the promotion of community spirit and pride within Champagne Aishihik First Nations by encouraging children /youth participation in activities such as dances, camps, social events, drama camps, First Hunt, First Fish, youth exchange opportunities, mentoring / shadowing programs, etc.
  - Promoting awareness and appreciation of the values, customs, language and socio-economic conditions of the Champagne Aishihik First Nations people, in the delivery of daily duties
  - Recognize and communicate effectively issues of concern (peer counseling and referrals) to Youth Program Manager
  - Maintain the general upkeep of the Youth Centre facility as directed by the Youth Program Manager
  - Working with the Youth Program Manager to assist in evaluating programs by providing feedback, identifying concerns, discussing promotion and program enhancement options
  - Working with resource personnel with expertise in providing youth recreational and personal skill development activities to explore and develop ideas and options
  - Assisting youth in building self-esteem by providing leadership to youth at risk and promoting pride in Champagne Aishihik First Nations heritage, culture and traditions
  - Working within budget requirements, monitoring and maintaining project expenses as outlined by the supervisor
  - Maintain and delivery of monthly activity reports with respect to youth programming initiatives, delivery and statistical information delivering CAFN youth recreation programs as directed by the Youth Program Office
2. Oversees the general administration of the CAFN Youth Centre by:
  - Assist with on-the-job training to Youth Centre staff and volunteers
  - Assisting the Youth Program Manager in the proper care and maintenance of the Centre
  - Ensuring that the Centre is kept open on a regular basis
3. Performs other duties, such as:
  - Participating in staff development sessions
  - Participating in the development and implementation of community wellness strategies for CAFN

- members in CAFN communities
- Participating in meetings, workshops and committees, as directed

C. **Job Knowledge and Skills**

**Education and Experience**

Successful completion of grade twelve or equivalency combined with credit courses in child & youth care, recreation or other related fields, with experience in administration and program delivery  
Experience working with youth, preferably in a coaching or mentoring setting would be considered an asset. Equivalent training and experience may be considered.

**Job Knowledge**

Knowledge of CAFN history, culture, demographics, goals and aspirations  
Awareness of social issues affecting First Nations and non-First Nations youth  
Knowledge of recreational, social and life skills programming and activities relevant to First Nations and small communities  
Knowledge of traditional CAFN recreational activities  
Knowledge of prepping & preparing, healthy snacks / meals  
Knowledge of project management practices  
Knowledge of and ability to utilize various computer programs i.e.: Window's, Microsoft Word, etc.  
Knowledge with funding proposal applications an asset

***Management Skills:***

Possess strong organizational skills  
Ability to coordinate, plan and direct program to meet goals and objectives  
Ability to work with budgets  
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 to 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 tactfully with others

D. **Decision Making:**

Goals, objectives and long term priorities for this position are established by the Community Wellness Director in conjunction with the Youth Program Manager The Youth Centre Support Worker in consultation with the Youth Program Manager establishes the general goals and objectives of this position. The incumbent is responsible for the day to day operations of the program and achieving program objectives.

E. **Impact/Accountability:**

The quality and appropriateness of programming delivery by the incumbent has the potential to impact on the future wellbeing of Champagne Aishihik First Nations children and youth, their views and lifestyles. The activities of the position have the potential to directly impact the availability of quality, responsive programming that addresses the needs of Champagne Aishihik First Nations children and youth.

F. **Positions Supervised:**

On call staff Youth Centre Workers - when the Youth Program Manager is not on-site

G. **Working Conditions:**

Working from the Youth Centre, the position will be required to travel to participate in functions in and outside the community. The position requires flexibility in order to meet program needs. The position will involve time both in the Centre setting and out 'in the field' and at camps with the youth, and will be required to work flexible hours. The applicant will also be expected to attend overnight events away from the community. The position is required to "outreach" i.e. connect with youth, their families and appropriate CW staff.

H. **Conditions of Employment:**

- Mandatory Criminal Records (vulnerable sector) check prior to starting within this position (limited one on one with youth prior to completion);
- Class 5 driver's license and a willingness to obtain a Class 4 designation within six months from the date of hire;
- Standard First Aid Certification & CPR or willingness to obtain within six months from the date of hire;
- Food Safe Certificate or willingness to obtain within six months from the date of hire;
- Willingness to work evenings and/or weekends, as required
- 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.

  
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Director of Human Resources

April 15/24  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director of Community Wellness

April 15, 2024  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

