CHAMPAGNE and AISHIHIK FIRST NATIONS

Identification:	Community Wellness Activity Coordinator
Department:	Community Wellness
Supervisor:	Healthy Living Manager
Date:	March 18, 2025
Wage:	7

A. **Job Summary:**

Reporting to the Healthy Living Manager and working closely with all Community Wellness staff, the incumbent is responsible for coordinating, planning, organizing and facilitating wellness activities, mental wellness programming, supervising volunteers/work project participants/contractors, overall monitoring of the Community Wellness Activity Program and delivery of the program based on the program goals and objectives.

B. **Main Duties:**

1. Responsible for the development, implementation and evaluation of Community Wellness Activities for CAFN membership by:
   - Engaging community members in the development of community based/culturally relevant Wellness Activities in collaboration with Community Wellness team and other CAFN Departments;
   - Reaching out to engage the participation of citizens who are struggling and supporting them in accessing services that can help them;
   - Ensuring a "team" approach to Wellness Activities that provides for a coordinated approach between CAFN departments, other organizations and community initiatives;
   - Ensuring wellness programming includes all CAFN communities including Whitehorse, Takhini, Champagne, Canyon and Haines Junction;
   - Developing and providing support to a pool of volunteers, facilitators and contractors;
   - Maintaining a resource library/file of information of subjects related to the program;
   - Developing and submitting proposals to obtain funding for initiatives related to Community Wellness;
   - Ensuring that all reporting requirements to funding agencies are done in a timely manner;
   - Ensuring that the goals and objectives of the program are met; and
   - Establishing and maintaining an evaluation process for statistical and reporting purposes.

2. Coordinating, Monitoring, Supervising and Reporting of Program Matters:

   - Advertise and promote Community Wellness activities;
   - Partner with other CAFN departments, First Nations, governments and agencies in delivering Community Wellness Activities;
   - Emphasize activities that raise individual and community awareness of first nation's culture and traditions;
   - Assist the Healthy Living Manager in planning and managing the Wellness Activity budget and ensuring that all areas operate within appropriate budget constraints;
   - Working with the Occupational Health and Safety Committee, ensure the Community Wellness Activities have a risk management strategy;
   - Ensure that the spirit of team program management is maintained;

- Supervise and coordinate work schedules of volunteers, and contractors;
- Create and maintain a data base of volunteers in each CAFN community to assist with Community Wellness Activities;
- Prepare program proposals and activity reports and other reports as required to funding agencies; and
- Meet all program reporting deadlines.

3. Performs as a member of the Community Wellness Department team by:
   - Attending team meetings;
   - Participating in staff development sessions;
   - Participating in the development and implementation of a community wellness strategy for CAFN members in CAFN communities;
   - Collaborating with the team in providing services to CAFN members and in promoting the community wellness strategy;
   - Assisting with the development and implementation of crisis intervention strategies;
   - Ensuring service levels are maintained when team members are absent; and
   - Representing the community wellness team and CAFN at meetings, conferences, committees, etc., as required.

4. Performs other duties, such as, but not limited to:
   - Participating in meetings, workshops and committees, as directed;
   - Supervising summer students; and
   - Developing and maintaining a professional support network.

C. **Job Knowledge and Skills:**

Education and Experience:
Successful completion of Grade 12 with post-secondary education in a related field such as the social sciences, recreation or education etc. and a minimum of two years' experience working in a community environment providing social, educational or recreational programming or an equivalent combination of training and work/volunteer experience. Training and/or experience in social programs is essential. The incumbent must also have good written skills and program management experience as well as experience facilitating workshops. Work experience as a coordinator of outdoor camps or work crews would be an asset.

Job Knowledge:
Knowledge of CAFN history, culture, demographics, priorities
Knowledge of social and health issues affecting First Nations people
Knowledge of Alcohol and Drug issues and resources
Knowledge of First Nations culture, traditions, and values
Knowledge of First Nations traditional activities
Knowledge of Yukon Organizations and Resources
Knowledge of Community Wellness programming
Knowledge of administration and budgeting practices

Managerial Skills:
Ability to plan and coordinate a wide variety of activities, supervise volunteers and contractors, work within an assigned budget/work plan and manage material program resources.
Ability to make decisions and solve problems
Good organizational and time management skills

Specific Skills:
Supervisory skills
Ability to use computers and various software
Ability to plan, organize and deliver Community Wellness activities
Ability to coordinate program activities with other CAFN activities
Ability to coordinate staff schedules and time sheets
Ability to research funding opportunities and develop successful proposals
Ability to develop and follow a program work plan
Ability to evaluate program deliverables
Ability to work in a cross-cultural environment
Ability to provide support to program participants as needed
Ability to work with community organizations and resources

Interpersonal Skills:
Ability to work with a variety of individuals, groups and organizations
Ability to motivate self and others
Must be able to work with minimal supervision
Good oral & written communication skills
Ability to deal effectively with public and peers

D. **Decision Making:**

Receiving general direction from the Director of Community Wellness, the Wellness Manager and Membership on the programs and services to be offered, the general day-to-day decisions are made by the incumbent.

E. **Impact/Accountability:**

This position is accountable for the efficient and effective delivery of Community Wellness programming that enhances community capital and supports cultural traditions and values within the parameters of the CAFN policies, department budgets and work plans. The success of this position has a direct impact on the delivery of Community Wellness programming and on the overall goal of increasing healthy and active living for all CAFN citizens.

F. **Positions Supervised:**

Volunteers
Summer Students
Wellness Cook
Seasonal/Casual/contract positions

G. **Working Conditions:**

This position is located in a normal office environment with requirements to be outside and regular travel to other communities for events, programs, etc. There will be a high level of exposure to the public and will sometimes have to deal with criticism and complaints about services or programs. There is a regular need to meet critical deadlines, a constant need to work irregular shifts (i.e. evenings and weekends) in order to run particular programs and occasionally working outside and doing physical activity. The incumbent may be required to lift items up to 50 pounds during programming and preparation for events.

H. **Conditions of Employment:**

- Clear Criminal Records Check with vulnerable sector check
- Valid Class 4 Driver's License
- Valid Wilderness First Aid & CPR or willingness to obtain

- WHMIS
- Food Safe
- Willing and able to travel to CAFN communities
- Willingness to work variable hours, including evenings and weekends
- 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.

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.

Monique Martin
A/Human Resources Director — October 23, 2026 Date

Jennifer Lee
Community Wellness Director — October 23, 2026 Date

Employee — Date