



Xeni Gwet'in First Nations Government
PO Box 98, 3052 Nemiah Valley Rd
Nemiah Valley BC, V0L 1X0

Job Title: Youth Program Coordinator (Full-Time)

Job Family: Administration (A2)

Salary range: \$20 - \$28 per hour

Deadline: Open Until Filled

Reports to: Community Services Director

Overall Responsibilities:

The Youth Program Coordinator reports directly to the Community Services Director for day-to-day operations; has the following overall responsibilities to Xeni Gwet'in First Nations Government:

- Provide leadership and coordination of health, recreational, education, training opportunities and support to all youth members of Xeni Gwet'in First Nations Government up to age 30.
- Provide annual and quarterly work plans according to budget and reports as required under the supervision of the Community Services Director.
- Develop programs and provide services and activities for youth, including after school and seasonal programs (development of annual schedule/calendar).

Specific Duties and Responsibilities:

1. Develop an annual schedule/calendar that outlines upcoming programs, services and activities for youth, including after school and seasonal programs.
2. Participate in creating the budget for programs in consultation with the Community Services Director.
3. Monitor and manage the program expenditures (tracks and updates budgets accordingly).
4. Provide health program awareness, education and prevention services.
5. Support a healthy lifestyle through promoting physical activity and preparing food for youth.
6. Provide fun sports, social, fitness, recreational and cultural and traditional activities for youth and community.
7. Provide health field development opportunities for the youth and the community.
8. Support youth with employment, business and life skills development.
9. Provide meaningful and solid support for youth to attain their goals using the services.
10. Works in partnership with community and external organizations and stakeholders.
11. Ensures implementation of policies, procedures and develops others if necessary.
12. Actively participates in team meetings, professional development activities, staff retreat and other activities.
13. Performs other relevant duties.

Qualifications:

1. Leadership and project management skills – organized, detail oriented and able to manage a budget.
2. Excellent oral and written communication skills, and team building skills.
3. Ability to work both individually, and as part of a team.
4. Experience working with youth an asset.



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5. Basic cooking skills. Food Safe Level 1 & 2 an asset.
6. Ability to provide creative and interesting projects and willing to share knowledge and skills.
7. Knowledge of various sports, fitness and recreational activities.
8. Computer and software knowledge, social media skills, and internet skills.
9. Ability to teach traditional and cultural skills to youth or willing to learn in order to teach.
10. Ability to speak, understand and write the Tsilhqot'in language an asset.
11. Strong people management skills.
12. Able to encourage and promote healthy lifestyles.
13. Must have a valid BC Drivers' License and able to provide a driver's abstract.
14. Must have Level 1 First Aid with Transportation endorsement or willing to acquire certification within first 6 months.
15. Tsilhqot'in Language an asset.
16. Criminal record check and vulnerable sector check required.

Apply Now:

Please send a cover letter and your resume to:

Doreen William | Community Services Director

Email: doreen.william@xeni-gwetin.ca

You can submit a hard copy of your application to the XGFNG Office.

Only those invited to an interview will be contacted.

Preference will be given to those with Aboriginal Ancestry – per section 16(1) of the Canadian Human Rights Act.