



Position: Youth Coordinator

Salary: \$47,883 - \$54,412

Hours of Work: 32 hrs/week (flexible)

Circulation Level: Level I

Accountability: Social Services Manager

Employment Status: 2 years contract

Preferences: MFN Band Members

The Youth Coordinator will perform the following duties:

- Develop, plan, implement and evaluate programs and activities to meet the social, recreational, educational, and cultural needs of children and youth of the Mississauga First Nation
- Plan, implement and evaluate Teen/Children's Wellness Programs and activities in conjunction with Health and Social Service team members, and to address health needs of youth and children served.
- Plan, schedule, implement and evaluate the Annual Summer Day Camp programs and activities for children aged 5 to 12; recruit children and youth for Day Camp and Youth Groups, and provide orientation and supervisor Summer Camp personnel.
- Promote and ensure safety of children, youth, Day Camp Staff, and volunteers.
- Work cooperatively with and act as a resource to Health and Social Services team and other Band Programs in planning and implementing activities and programs with involve children and youth participation i.e., health, culture, tradition, social and education.
- Communicate and consult with community parents and youth, i.e., needs, programs and activities; and assist in the development of networking with on and off reserve services.
- Prepare and submit funding proposals, as appropriate, plan fund-raising activities with youth monthly.
- Prepare and submit annual work plans; reports on activities, maintains stats, questionnaires.
- Represent and support Mississauga First Nation youth, i.e., resource person, assist in the operation of the Native Center at the local high school one day a week.

The Youth Coordinator will possess the following qualifications, skills, experiences, and attributes:

- Post-secondary diploma in Child and Family or related field with a minimum of Grade 12 secondary diploma or equivalent
- Two (2) years' experience working with children and/or youth and/or experience working effectively in a multi-disciplinary environment.
- Must have or willing to be trained with current First Aid/CPR and ORCA Advanced Solo/Tandem Canoe certification. Mental Health First Aid an asset.
- Able to provide a Criminal Records Check and Vulnerable Sector Check from the Canadian Police Information Center.
- Must provide valid Ontario Driver License Class G, (Class F an asset) and have access to a vehicle.
- Must be able to work flexible hours, on-call, and shift work, potentially including weekends, evenings, and holidays.
- Demonstrated interpersonal and facilitation skills and takes initiative to motivate others.
- Ability to work constructively and positively with youth and children; and ability to work with limited supervision.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department

P.O. Box 1299 Blind River, Ontario P0R1B0

Marked: **CONFIDENTIAL**

EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740

Deadline: September 22, 2023

Thank you to all applicants; however, only those selected for an interview will be contacted.

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.