



Job Position: Youth Coordinator
Full-time: 35 hours/week
Location: Muscowpetung Saulteaux Nation

The Muscowpetung Saulteaux Nation (MSN) is seeking a highly motivated Youth Activity Coordinator, who will provide leadership, mentorship and support to the school and band administration to develop and facilitate after school programs that support youth education and personal development in the community. As the Youth Coordinator you shall be of good character, promote healthy lifestyles and provide motivation to the youth.

Duties and Responsibilities

- ✓ Develops and coordinates the implementation, and evaluation of the child and youth programs;
- ✓ Ensures the daily operation of the programs;
- ✓ Works in partnership with community organizations;
- ✓ Identify and report trends and priorities needed for children and youth in the community;
- ✓ Determines the gaps in service delivery and recommends strategies for improvement;
- ✓ Ensures that the programs and services are effective in meeting the needs of all children and youth, and adhere to the organizational objectives of the MSN;
- ✓ Works collaboratively with other program staff at the MSN;
- ✓ Develops and maintains an awareness of services and programs offered for children and youth in the region and informs the Supervisor;
- ✓ Ensures implementation of policies, procedures and develops others if necessary;
- ✓ Knowledgeable in the First Nations governance and culture.

Qualifications

- ✓ Motivated and a good role model within the community;
- ✓ Experience in managing and creating youth programs/activities;
- ✓ Experience working and mentoring with children and youths;
- ✓ Capacity to work with people from diverse cultural backgrounds;

- ✓ Capacity to work efficiently within a multidisciplinary team;
- ✓ Strong ability to work independently;
- ✓ Excellent interpersonal and communication skills;
- ✓ Demonstrates an open philosophy and non-judgmental attitude (i.e.: sensitivity to diversity);
- ✓ Strong computer skills.

Employment Requirements: Must provide a Criminal Record Check, Vulnerable Sector Check and a valid Driver's License, willing to travel and work weekends and evenings.

Application Procedure:

Deadline for applications is **November 18, 2019**

Qualified applicants must state how they meet the criteria in their application.

Applications can be forwarded in person, by post mail, fax or email to:

Sheri Kaiswatum, BAdmin
Director of Operations
P.O Box 1310
Fort, Qu'Appelle, SK
S0G 1S0
Fax: 306-723-4710

Email: sheri.kaiswatum@muscowpetung.com

Muscowpetung Saulteaux Nation would like to thank all those that applied; however, only those selected for an interview will be contacted