



# McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

Main Office (250) 750-4415 Fax: (250) 750-4420

## **Job Posting: Youth Activities Coordinator**

Are you passionate about making a difference in the lives of young people? We're looking for an enthusiastic and dynamic individual to lead engaging and impactful activities for youth aged 5 to 17 as part of the McLeod Lake Indian Band Youth Program.

As a Youth Activities Coordinator, you will play a vital role in designing, developing, and implementing programs that inspire, empower, and meet the needs of our youth. Working closely with the community of Mackenzie and on reserve, you'll collaborate with individuals and groups to identify the interests and needs of children and youth. Using your creativity and leadership skills, you'll craft programs and strategies that align with the mission, mandate, and goals of McLeod Lake Indian Band.

If you're ready to make a positive impact and help shape the future of our youth, we'd love to hear from you! The MLIB Youth Activity Coordinator is responsible for the following, (but not limited to) specific duties:

### **Key Responsibilities:**

- Plans, develops, facilitates, supervises and evaluates recreational, social and educational programs, youth groups, workshops and services that support the positive cultural identity and personal wellness for the youth of the community.
- Leads activities and maintains responsibility for youth under care.
- Supports, plans and initiates education events.
- Maintains records, reports, budgets and an overall program work plan.
- Ensures recreation equipment is properly used and maintained.
- Presents a professional, positive, and helpful attitude.
- Promotes a safe workplace; ensures that all established safety, sanitation and hygiene procedures are followed.
- Gathers, interprets and articulates information about community trends and resources as they relate to enhancing the capacity for effective communication (including youth engagement), decision-making and long-term planning related to youth, especially youth who are facing challenges in addictions, mental health and/or justice arena.
- Mentors, coaches and supports youth and encourages greater social inclusion.

### **Education and Experience:**

- Minimum two (2) years' experience working with children and running/planning programs
- Class 5 Driver's License with a clean abstract/ Criminal record check for vulnerable sector.
- Maintains strict confidentiality in performing their duties and demonstrates the following personal attributes: Respect, Empathy, Strength, Pride and Equality.
- Respect for and working knowledge of the Tse'Khene people culture and language

### **Wage and Hours**

- \$25 per hour.
- Up to 35 hours per week.
- A flexible schedule is required, including availability for evenings and weekends as needed.

*The position will be located at the offices of McLeod Lake and will require in-person work. The hours of work will vary and include evening and weekend work. Transportation may be provided from Prince George or Mackenzie.*

Please submit resumes and cover letters to:

**Attention: HR Advisor**

Email: [hrdept@mlib.ca](mailto:hrdept@mlib.ca)

**Deadline to apply: February 07, 2025**

Posted:

January 20, 2025