



Summer Youth Activity Coordinator

(2 positions)

The summer youth activity coordinators are both responsible for recruiting participants, leading summer activities— including activities on-line, and liaising between elders and youth. A vital component in this position is to help facilitate personal, social and educational workshops for young people to help them build self esteem and confidence while building cultural knowledge.

Responsibilities

- Set up and organize summer activities with young Indigenous women aged 13-17 and 18-21
- Facilitate activities to support individuals on personal, social and educational growth, as well as encouraging greater social inclusion;
- work in partnership with professionals from other organizations as social service agencies, health, police, educational institutions;
- attending and contributing to planning meetings;
- Attend training opportunities to increase knowledge of safeguarding of information, health and safety and other relevant policies;
- undertaking administrative tasks; maintaining effective recording systems and writing reports;
- working with parents/guardians to support young women's interests;
- Assist with evaluation completion, and give presentations to various groups.

Qualifications

- In post secondary program with min. 2nd year completed in related field and/or significant related experience
- CWIS and Criminal Record Check will be required for interview

Skills and Abilities

- Excellent organizational, written and oral communication skills
- Creative and innovative; you will take the initiative to design activities, solve problems and recommend improvements
- Friendly, professional and outgoing to promote positive working relationships individually and in a team.

Full-time position. **Hours of work:** Monday – Friday 8:30am-4:30pm.

Hourly rate \$20.00-\$22.00 per hour based on experience.

Closing Date: until suitable candidate is found. This is a summer position and is for post-secondary students returning to school in Fall of 2022. The term is May 01, 2022 -August 31, 2022.

Email maureen@iaaw.ca with cover letter and resume