



Community. Leadership. Pride.

## WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

**TITLE: Youth/Recreation Leader**

**MINIMUM SALARY: Commensurate with Experience**

**DEPARTMENT: Community Services**

**TERM: Part-Time Temporary (Maternity Leave February 2018 - February 2019)**

**\*\*STRONG SNOWBOARD SKILLS REQUIRED\*\***

### POSITION SUMMARY:

The Youth/Recreation Leader, reporting to the Youth and Recreation Manager, is responsible for assisting in the development of programs consistent with the resource needs and interest of the community. Under the general direction of the Youth and Recreation Manager, the Youth/Recreation Leader is primarily responsible for assisting in the overall coordination, delivery, and operation of all youth and recreation programs and activities.

### DUTIES AND RESPONSIBILITIES:

- Works with other individuals in the Community Services department to promote activities that are relevant to youth, including life skills training, resume writing, recreational activities, and other community activities, including, but not limited to, dances, dinners, cultural, and fundraising events under the supervision of the Youth and Recreation Manager
- Networks with other youth workers within the regional district, Okanagan Nation Alliance, Kelowna Friendship Centre, etc. to develop a complete range of services for youth
- Assists with planning, organizing, and leading comprehensive youth and recreation programs and related activities including special events, special interest classes, summer programs, and cultural programs for all segments of the community with a focus on youth
- Assists with preparation, monitoring, and maintenance of Youth and Recreation budget
- Performs Administrative duties as required
- Assists in the assessment of community needs as they relate to youth issues and assists with developing programs accordingly
- Promotes a positive atmosphere for community youth by demonstrating strong role model and leadership qualities in team building and building strong relationships with the community and youth
- Ensures that all equipment and facilities are safe, properly prepared, maintained, and cleaned regularly as required for use by program participants and staff
- Refers other departments, public officials, community members, and organizations regarding youth issues to the Youth/Recreation Manager
- Assists in creating presentations on youth and recreation projects and programs
- Ensures the security of all facilities by locking all doors, securing windows, and setting the alarm
- Maintains confidentiality on all matters relating to the affairs of Westbank First Nation
- Performs other duties and responsibilities as necessary in the performance of the position, and as assigned by the Youth and Recreation Manager
- Performs all duties and responsibilities in accordance with Westbank First Nation policies, standards and procedures, and as directed by the Youth and Recreation Manager or designate

### QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Strong Snowboarding Skills required
- Acceptable Criminal Record Check with Vulnerable Sector Search
- Post-secondary education or experience in related field
- Valid First Aid with Child CPR
- Valid Food Safe Certificate
- Valid Class 5 driver's license (Class 4 preferred) with acceptable drivers abstract and own, reliable transportation
- Minimum two years direct experience working with youth ages 12 years or older
- Flexibility to work evenings and weekends; occasional overnight trips
- Computer skills including Word, Excel, Outlook, Publisher and other MS programs
- Demonstrated ability to set priorities, meet deadlines and to make sound decisions
- Ability to work independently and as part of a team
- Ability to deliver general youth and recreation programs and activities
- Ability to follow written or verbal instructions
- Physically fit, practicing a healthy lifestyle
- Demonstrated interest in working with youth

- Ability to relate with youth and develop and maintain healthy relationships

This on-call/casual position is a great way to gain valuable skills, cross-train in different departments, and experience all WFN has to offer. This on-call/casual position may provide the opportunity to grow in the organization and may progress into full-time employment. Further information can be obtained at [www.wfn.ca](http://www.wfn.ca) by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#). **This position will remain open until filled. Please reference #17-31 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

**\*Incomplete and/or late submissions will not be accepted\***

Recruitment/Training & Development Coordinator  
Westbank First Nation  
301-515 Hwy 97 South, Kelowna, BC V1Z 3J2  
Fax: (250) 769-4377  
Email: [careers@wfn.ca](mailto:careers@wfn.ca)