

## Employment Opportunity

### Youth Worker

#### Position Summary

The community of Bonaparte First Nation (BFN) is seeking a Permanent Part-Time Youth Worker to support the delivery of high-quality programs, services, and events to community youth.

The ideal candidate is great with children, team oriented, and passionate. The candidate will have demonstrated experience working within a team, that includes the Elders Coordinator, to carry out planning Youth & Elder engaging activities.

#### Duties

##### Program and Service Delivery Management

- Supervise a variety of recreational youth activities including but not limited to sports, physical, and social skill development.
- Consult with local youth, community and other stakeholders to identify program needs and obtain feedback on overall program effectiveness.
- Facilitate workshops related to life skills, healthy lifestyles, and other relevant topics.
- Promote, and facilitate workshops on topics related to lifestyle skills and healthy lifestyles.
- Facilitate individual or group counselling for youth who may be in crisis.
- Provide general administrative support.
- Manage and maintain files and documentation in accordance with standard operating procedures.

##### People Management

- Develop collaborative relationships with all internal and external stakeholders including community members, partners, governments, agencies, services, media, etc.

##### Financial Management

- Prepare and submit reports as required.

##### Knowledge

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to manage multiple demands and various responsibilities coming from various sources.
- Strong time management skills.
- Strong communication skills including the ability to communicate effectively and diplomatically both verbally and in writing.
- Strong conflict resolution and negotiation skills.
- Ability to work with youth.
- Awareness of and ability to demonstrate cultural awareness and sensitivity.

##### Required Physical Abilities

- Mild physical effort may be required with regular walking, standing, and bending.

##### Working Environment

- Indoors – Work is primarily done in an office environment and occasionally on the field during events.



- Sensory and Mental Attention – There may be interruptions and distractions in the work environment and some stress associated with deadlines or potential conflict.

## Qualifications

- Completion of high school diploma or equivalent.
- Minimum of two (2) years working with youth programming, preferably including community event planning.

## Worksite Location

This position is based out of the head office of Bonaparte First Nation.  
2689a Sagehill Road, Hwy 97N, Cache Creek BC, V0K 1H0

**Salary:** Dependent on the qualifications and experience of the candidate @ 27 Hours per week.

**Apply:** Please submit Resume, Cover Letter and 3 References to: [HR@bonaparte.band](mailto:HR@bonaparte.band) or drop off at Bonaparte First Nation Office, 2689a Sagehill Rd, Cache Creek (ATTN: HR Department)

**This position will be open until filled. All candidates will be contacted.**