

Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0
Tel: (250) 457-9624 Fax: (250) 457-9550



Youth Worker

Position: Youth Worker
Reports to: Social Development Manager
Term: Part-time (27 hours per week)
Start Date: As soon as possible
Remuneration: Dependent on the qualifications and experience of the candidate

The Youth Worker coordinates and delivers programs and services is responsible for coordinating and implement youth targeted programming. The incumbent is responsible for providing services that enhance the social, cultural, and overall, well being of community youth. The Youth Worker is a valuable source of information for youth related programs, resources, and initiatives.

YOUTH WORKER SERVICES INCLUDE:

Program and Service Delivery Management

- Supervise a variety of recreational youth activities including but not limited to sports, physical and social skill development.
- Support the creation and use youth councils.
- Consult with local youth, community, and other stakeholders to identify program needs and obtain feedback on overall program effectiveness.
- Create and support an inclusive and safe environment for youth taking part in programming.
- Facilitate workshops related to life skills, healthy lifestyles, and other relevant topics.
- Promote, and facilitate workshops on topics including life skill development, healthy lifestyles, and other youth relevant topics.
- Facilitate individual or group counselling for youth who may be in crisis.
- Facilitate children and youth programs, workshops related to lifestyle skills and healthy lifestyles.
- Provide general administrative support.
- Manage and support files and documentation in accordance with standard operating procedures.
- Create and distribute materials within the community promoting youth services and resources.
- Comply with security, privacy, and confidentiality requirements.

People Management

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

Financial Management

- Prepare and submit reports as required.

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EXPERIENCE AND EDUCATION REQUIREMENTS

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

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to take direction, meet deadlines and demonstrate attention to detail.
- Strong time management skills.
- Ability to manage multiple demands and various responsibilities coming from a variety of sources.
- Effective communication skills including the ability to communicate effectively and diplomatically both verbally and in writing.
- Strong conflict resolution and negotiation skills.
- Awareness of and ability to demonstrate cultural awareness and sensitivity.

WORKING CONDITIONS

- Physical Effort: Mild physical effort may be needed with regular walking, standing, and bending.
- Physical Environment: Work can be done indoor or outdoors in a variety of weather conditions.
- Sensory and Mental Attention: There may be interruptions and distractions in the work environment and some stress associated with deadlines or conflict resolution.

EQUIPMENT AND SOFTWARE

- Microsoft Office – Microsoft Word, Excel, Power-Point and Outlook

OTHER REQUIREMENTS

- Professional appearance.
- Ability to follow all BFN policies and procedures and display a commitment to the values and culture of the BFN.
- Display a commitment to the values and culture of BFN.

WORKSITE LOCATION

- This position is based out of the head office of Bonaparte First Nation at the following address
2689a Sagehill Road, Hwy 97N, Cache Creek BC, V0K 1H0. However you will be required to travel depending on your program activities

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 or drop off at Bonaparte First Nation Office, 2689a Sagehill Rd, Cache Creek (ATTN: HR Department)