



Employment Opportunity

Youth Worker - Female

Purpose: The purpose of this position is to offer a broad range of community-based activities that enhance health and well-being of the Ulkatcho youth.

Accountability: The individual in this position will work under the supervision of the Ulkatcho First Nation, Community Health Representative and the Health Director. The individual in this position in conjunction with all UFN departments will develop an annual plan for youth activities designed to promote health and well being of Ulkatcho Youth.

Hours: This position is paid on an hourly basis with wages based on experience. Working hours are Tuesdays to Saturday with the expectation of afternoon and week end work during the school year. Summer hours will be determined by the nature of the summer activities program and will be scheduled with the supervisor.

37.5 hours per week

Duties:

The duties for the individual working in this position will include but may not be limited to:

- Development of youth programming for activities to promote the health and wellness of Ulkatcho youth.
- Develop an annual activity plan
- Schedule activities including spring, winter, and summer school breaks
- Plan and supervise activities
- Maintain an inventory of all materials and supplies for the program
- Ensure materials and supplies are stored in a safe and secure manner
- Development and implementation of youth camps including supervision and overnight stays
- Maintain a budget for the program
- Ensure facilities used for activities are clean and well maintained
- Work closely with all UFN departments to promote health and wellness in the community

Job Requirements

- Prefer provincial grade 12 education or equivalent
- Previous experience working with youth is preferred
- Skills, such as planning, organizing youth activities
- Criminal Record Check, including vulnerable sector check
- Use of Microsoft Word, Excel, and Email
- Good communication and personal skills
- Grant and proposal writing skills

- Valid BC Drivers License
- Occupational First Aid Level 1
- Reliable and dependable individual
- 3 references required

It is acknowledged that applicants for the position may not have all of the above-mentioned job requirements. The applicant must be willing to take the training as a condition of employment.

Interview Process:

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal Record Check
- Work/Personal Reference Check

Application Deadline: Open until filled

Submit applications with “**Youth Worker- Female**” in the subject line to hr@ulkatcho.ca or hand deliver to the receptionist at the UFN Band Office