



**Youth Program Manager (Parental Leave)**  
Sipekne'katik First Nation, Indian Brook

**Application Deadline:**  
Thursday April 25, 2024 at 12:00noon

Anticipated Start Date: June 1, 2024  
(earlier start may be possible)

**General Description:**

Under the Direction of the Director of Administration, this position will be responsible for creating a healthy and safe meeting place (located in Indian Brook's Community Centre), for youth between the ages of 12 – 30. This includes developing, implementing, and coordinating programs and services for. The Youth Program Manager will be a positive role model and support person for our community youth.

**Responsibilities:**

- Ensure protocols in place for the opening up and closing of the Youth drop-in centre between the times of 4:00 pm to 11:00 pm. (subject to change and by program requirement)
- Plan, coordinate and advertise a calendar of events and activities for youth to participate in that includes, but is not limited to:
  - Cooking and nutritional classes
  - Life skills training
  - mental health workshops
  - literacy programs
  - financial budgeting workshops
  - workshops on career choices
  - addiction reduction programs
  - cultural activities including arts and crafts
  - recreational activities such as card games, sports clinics, gym use, etc
- Collaborate with other community groups and organizations to offer programs/services; fishing trips, moose hunts, outdoor camping trips, etc.
- Arrange and facilitate regular youth council meetings.
- Work with Sipekne'katik Health Department to organize workshops on health and safety issues specific to their age group such as safe sex practices, resisting peer pressure, cyber-safety, etc.
- Promote parental involvement in organized youth after school activities.
- Ensure a safe and healthy meeting environment with established procedures/protocols.
- Record and submit incident/accident reports Supervisor within 24 hours.
- Prepare budget estimates for yearly activities for consideration.
- Supervise all children and youth participants including establishing youth centre rules.



- Address any issues arising immediately (swearing, bullying, fights, etc.)
- Follow Finance Guidelines to order food and supplies for the Youth Centre.
- Participate in professional workshops, courses, and ongoing learning.
- Other related duties as determined by Supervisor such as assisting with the coordination of community events, community gatherings/ feasts, etc.

This work description has been designed to indicate the general nature and level of work performed by employees in this classification. It is not defined to contained or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

#### **Qualifications:**

- Related work or volunteer experience with recreational programs/activities.
- Post secondary education in a related field is preferred, but not required.
- Strong leadership skills in supervising youth activities
- A genuine interest in working with and supporting the youth with healthier lifestyles.
- Must be dependable, people oriented and comfortable working with all ages.
- Willingness to participate in ongoing training including CPR/First Aid, mental health first aid, basic computers, etc.
- Must have a valid driver's license.
- Experience working in a First Nations Community is required.
- Must be adaptable and flexible to deal with unexpected/unpredictable schedules.
- A criminal records check and child abuse registry check is required. Having a Criminal record is not necessarily a determinate factor.

#### **Benefits**

Starting salary will be commensurate with qualifications and experience. This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and an employer pension plan.

Please apply with a resume, cover letter and Criminal Records Check to:

#### **Human Resource Department**

Email: [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

Mai/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

SIPEKNE'KATIK  
522 Church Street  
Indian Brook, NS  
B0N 1W0

Tel: 902.758.2049  
Fax: 902.758.2017



*We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job-related application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. This competition may be used to staff future related job opportunities with Sipekne'katik. **Only those applicants who qualify for an interview will be contacted.***