



# Job Description

Position	<b>Youth Programs Coordinator</b>
Department	Latséeni Daakahidi (Health & Wellness Department)
Supervisor	Latséeni Daakahidi Manager (Health & Wellness Manager)
Wage / Salary Range	\$27.42-\$32.91 depending on education and experience
Status	Full time, Permanent
Location	Taku River Tlingit First Nation (TRTFN) Atlin, BC
Date created	June 10, 2024
Date edited	
Date posted	
Closing Date	

## **POSITION SUMMARY**

Reporting to the Health and Wellness Department Manager, the Youth Programs Coordinator (using youth input) designs, plans, implements, coordinates, evaluates, and reports on a comprehensive program of activities (programs, services, and special events) for all youth in Atlin with a special focus on TRTFN youth ages 13-18. The Youth Programs Coordinator works to ensure the inclusion and honouring of Tlingit culture, language, and traditional knowledge, and creates regular opportunities for youth to connect with Tlingit Elders and traditional Knowledge holders and emphasizes activities and programming that take place out on the land. The Youth Programs Coordinator uses every opportunity to build and nurture healthy relationships at all levels within the Atlin Community.

## **ABOUT THE TAKU RIVER TLINGIT FIRST NATION (TRTFN)**

The TRTFN is situated in its traditional lands in the community of a Atlin, British Columbia. The TRTFN is governed through the adoption of a traditional Tlingit clan system of governance. The TRTFN is moving forward as the responsible decision makers of their territorial lands and waters. The TRTFN territory covers over 40,000 sq/km and includes what is now known as British Columbia, Yukon, and Alaska/US. Its territory contains high mountains, expansive forests rich with wildlife and salmon filled wild rivers. As responsible decision makers, the TRTFN is embarking on a course necessary to ensure the continuation and advancement of its rights and interests in all matters impacting the traditional territory. This will assist the TRTFN in ensuring the preservation of what is Tlingit.

## **LIVING IN ATLIN**

Atlin, the small community of approximately 470 people, is in northwestern British Columbia, Canada. It is located on the eastern shore of Atlin Lake (the name comes from Áa Tlein, the Tlingit language word for “big body of water”), surrounded by mountains and connected to the Yukon via a hard surfaced, all-season maintained road. There are two small grocery stores, a post office, government agent, nursing station, an RCMP detachment, several churches, K-12 public-school, day-care facility, a volunteer fire department, museum, marina, small airport, parks and playgrounds, laundromat, gas stations, as well as restaurants and accommodations for tourism and local needs. Communication is via landline and satellite, although there is a proposal in place to bring fibre optic and cell service to the area. In addition to continued placer gold mining, Atlin offers its residents and visitors activities such as sightseeing, fishing, hiking, camping, as well as many arts and entertainment events.

## **WORK THAT MATTERS**

You are passionate about improving outcomes for First Nations people. You enjoy working as part of a team and can deliver individual results. You thrive in an environment which allows you to make a high impact towards the future of a First Nations Community.

## **DUTIES AND RESPONSIBILITIES**

- 1) Design, coordinate, implement, evaluate, and report on a comprehensive youth program.
- 2) Build strong interpersonal relationships with youth one on one and in group settings.
- 3) Provide daily communication and support based on individual as well as group needs.
- 4) Work with staff and outside agencies to facilitate appropriate programs and services for clients.
- 5) Provide positive experiences for youth such as on the land activities, camping trips, sports activities, and age-appropriate field trips.
- 6) Assist in the planning and delivery of community events
- 7) Assist in the development and implementation of employment, training, and experience opportunities for youth.
- 8) Participate as a contributing member of relevant committees as required
- 9) Maintain professional skills through attendance at workshops, conferences, webinars and staff training where available. Many of these will be online learning.
- 10) Adhere strictly to TRTFN's confidentiality policy and ensures that all records are maintained and stored securely.
- 11) Other duties as assigned.
- 12) Liaise and work closely with other parties on programs and issues relating to community youth. Some of those parties might include:
  - All youth in Atlin
  - Parents and families of the youth
  - TRTFN Health and Wellness department
  - TRTFN Education department
  - TRTFN Cultural Coordinator(s)
  - Tlingit Language instructor(s)
  - Elders Council
  - Atlin School
  - Big Water Society and the Atlin Teen Centre
  - Ministry of Children and Family Development (MCFD)
  - Community Counselor(s)
  - Royal Canadian Mounted Police (RCMP)
  - Other community event planners
  - Warrior Program Leader(s)
  - Atlin Youth Council
  - Other regional service providers

## **EDUCATION**

- Post-secondary education related to youth social work or a combination of education and experience.
- Knowledge and understanding of current social issues facing youth and their families in a remote setting in Northern British Columbia

## **EXPERIENCE**

- Previous education and experience with youth.

## **SKILLS**

- Ability to work with people from various disciplines and cultures.
- Ability to work independently and as part of the team.
- Competent in the use of MS Office (Outlook, Word, Excel, PowerPoint, Teams)

## **POSITIONS SUPERVISED**

- None, other than in a care role for the youth under their care.

**TRAINING REQUIRED** - All employees are expected to participate in many types of training – some of them annually. Topics would include:

- Trauma Informed Care
- Lateral Kindness
- Workplace harassment and Violence prevention
- WHMIS 2015
- Suicide Intervention (all H&W staff)
- Standard First Aid
- FoodSafe

## **COMPETANCIES**

- 1) Advocating Causes and Change Leadership – Actively promotes and solicits support for a program or cause. Builds credibility as a representative by demonstrating personal commitment and sharing information. Manages, leads, and enables the process of change and transition while helping others deal with the impacts
- 2) Coaching, Mentoring and Developing Others – Enables others to grow and succeed through feedback, instruction and encouragement. Willingness to delegate responsibility, work with others, and coach to develop their capabilities.
- 3) Communication, Interpersonal, and Relationship Building Skills – Listens to others and communicates in an effective manner. Gets along and interacts positively with co-workers and others; understands and relates to others. Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
- 4) Facilitating Groups – Enables cooperative and productive group interactions. Allows ownership of the process by group members. Highlights group successes and builds a sense of shared accomplishment. Reinforces success by becoming an advocate for the group.
- 5) Planning and Organizing – Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to achieve those objectives.

## **CONDITIONS OF EMPLOYMENT**

- Class 5 driver's license
- Criminal Record Check & Vulnerable Sector Check
- References

**WORKING CONDITIONS:**

- Travel between various sites and for training opportunities
- Indoor and outdoor activities
- Some evening and weekends required

**BENEFITS**

- After 3 months of probationary period, benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.
- Housing relocation assistance may be available.

**APPLICATION PROCESS**

To submit a resume or obtain further information contact: Email: [careers@gov.trtfn.com](mailto:careers@gov.trtfn.com)  
titled: Youth Program Coordinator– Application

No Phone calls will be entertained.

We thank all those who apply but only those who are being considered will be contacted.

Preference given to Taku River Tlingit First Nation Citizens.

We are only able to accept applications from permanent Canadian residents.