



TAKU RIVER TLINGIT FIRST NATION  
Human Resources



<b>Position</b>	Youth Coordinator
<b>Date of Revision</b>	January 14, 2026
<b>Dates of Agreement:</b>	To be determined
<b>Position Summary:</b>	Responsible for planning, coordinating, delivering and reporting on programs, services, and special events for youth in the community of Atlin. There will be a special focus on TRTFN youth ages 13-18. Through role modeling, action, and commitment this position serves to inspire youth to engage in healthy and meaningful activities that focus on positive and fulfilling futures.
<b>Hours:</b>	Although hours may vary based on the programs offered or as need requires – the basic hours are from 8:30-5:00, Monday to Friday*  No overtime is permitted, unless agreed to in writing and approved by Supervisor and CAO or designate. Any overtime will be compensated by time in lieu. Hours not to exceed Canada Federal Labor Standards: <a href="https://www.canada.ca/en/employment-social-development/services/labour-standards/reports/hours-work.html">https://www.canada.ca/en/employment-social-development/services/labour-standards/reports/hours-work.html</a> .  *TRTFN works on a 72 hour pay period with all offices closed every “payday” Friday.
<b>Wage rate:</b>	\$27.42 - \$32.91 per hour depending on experience
<b>Reports to:</b>	Social Department Manager
<b>Posting Closes</b>	January 31, 2026

<b>Duties &amp; Responsibilities</b>	<ol style="list-style-type: none"><li>1. Work respectfully and in a team spirit.</li><li>2. Plan and deliver with youth input, weekly programming and activities for youth of Atlin.</li><li>3. Activities will provide positive experiences and vary in type. (camping, sports, age-appropriate field trips, seasonally appropriate).</li><li>4. Build strong interpersonal relationships with youth one on one and in group settings.</li><li>5. Liaise regarding programs and issues relating to youth, with outside agencies and community groups such as the school, rangers, Big Water Society and others as appropriate.</li><li>6. Work closely with TRTFN cultural workers to ensure immersion, access and involvement with Tlingit cultural activities and processes.</li><li>7. Assist in planning and delivery of Community events. Dakha Day, Christmas, Dance Group etc.</li><li>8. Work towards development of an Atlin youth council.</li><li>9. Assist in the development and implementation of employment/training opportunities for youth and fundraising for youth programming.</li><li>10. Work collaboratively with the school to inspire innovative, culturally sensitive solutions to challenges, including substance abuse.</li></ol>
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	<ol style="list-style-type: none"><li>11. Work closely in a team spirit and on case management with TRTFN family support workers, community wellness worker and community counselor to develop solutions to youth issues.</li><li>12. Maintain confidential files on all clients including case notes, identification and all required documentation for a complete file.</li><li>13. Refer clients to other HS Staff and Resources as needed.</li><li>14. Refer clients to job search and training and development opportunities.</li></ol>
<b>Mileage</b>	Mileage will be paid at .61 per km for house-to-house travel. A log must be maintained and approved by manager. Whitehorse to Atlin travel will be per TRTFN travel policy.
<b>Adherence to Policies and Termination:</b>	Position will comply with TRTFN's policies and procedures, including: <ul style="list-style-type: none"><li>• Review, completion and acceptance of TRTFN's hiring package;</li><li>• Confidentiality;</li><li>• Conflict of interest;</li><li>• Attendance and punctuality, hours of work, and leave policies.</li></ul>
<b>Conditions:</b>	Subject to provision of: <ol style="list-style-type: none"><li>1. Criminal Records Check – Vulnerable Persons.</li></ol>