



SPUZZUM FIRST NATION

Our Land. Our Future. Our Success. Forward Focused Nation Building.

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Job Opening –Youth Coordinator

Spuzzum First Nation is looking for a dedicated, young at heart, and engaging individual to fill the role of Youth Coordinator. This position is part-time based on need with the possibility of 20 hours/week.

Scope of work: The Youth Coordinator will work to facilitate the After School Program providing homework support, recreational activities, and working toward engaging youth in community. Activities will range depending on the interest of the youth participating, but should include fun educational activities, cultural activities through support from elders, event planning (Halloween parties/holiday related events, etc.) as well as arts and crafts. A job description will be provided at interview. As the Youth Coordinator you will report to the Band Administrator and Chief and Council.

Requirements:

- Ability to manage and facilitate small to large groups of youth
- Strong communication skills and experience working with children ranging in age from 3-17
- Current driver's license, and working vehicle (no bus service to job location)
- Flexibility of working hours
- Effective planning, organization, and writing skills
- Ability and knowledge of computers
 - Using Excel, PowerPoint, Word, etc.
- Ability to tutor high school subjects
- Must have excellent interpersonal skills and the ability to engage youth and develop rapport with participants and staff
- Successful candidates will be required to submit a current and satisfactory Criminal Reference Check/Vulnerable Sector Search prior to commencing work issued no later than three (3) months preceding your start date

All interested and qualified candidates, submit your cover letter with Resume via email only to atuivai@spuzzumnation.com. Position is open until filled.
