



*#11 1839 1<sup>st</sup> Ave Prince George, BC V2L 2Y8 Phone 250.564.9321 Fax 250.564.9521*

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## **Job Description**

**Position:** Youth Development Coordinator

**Reports to:** TLFN Administration Manager

### **Objective:**

To inspire Takla First Nation Youth to be part of the community initiatives and promote better lifestyles. The youth development coordinator will help guide, facilitate, and coordinate the youth of Takla Lake First Nation to set up an organized youth group.

### **Key roles:**

1. Prepare individual and/or group sessions for the TLFN Youth to:
  - a. Promote self-care and healthy personal habits
  - b. Initiate physical education and develop schedules
  - c. Coordinate with elders to speak to youth
  - d. Develop follow up or after care
  - e. Establish schedules for their school work
2. Assist Youth to:
  - a. Get organized as a youth society or other entity
  - b. Raise funds at community settings
  - c. Coordinate with elders and single parents to help around the house
  - d. Coordinate with traditional knowledge holders to learn from them in areas of language, work ethics, and principles of the Hereditary Chief systems



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3. Collaborate with Leadership and Administration to promote:
  - a. Proposals for funding TLFN youth activities both on and off reserve
  - b. Request for funding allocations by submitting budgets for traveling to youth
  - c. Ensure that all waivers are current by all youth who choose to participate in the TLFN youth developments
  - d. Assist in coordinating sessions as sponsored by the TLFN Health station
4. Collaborate with the local Royal Canadian Mounted Police to promote:
  - a. Youth safety
  - b. Anti-gang violence
  - c. Drug and alcohol awareness
  - d. Community safety

Requirements for this position to be effective:

1. Mobility between Takla and Prince George:
  - a. Majority of youth reside in Prince George for education, therefore coordinating efforts and organizing youth will require a reliable vehicle
  - b. Class 5 driver's license
  - c. The selected Youth Coordinator will be required to come out to Prince George once a month.
2. Good interpersonal skills to coordinate:
  - a. TLFN youth developments with the local school teachers or principals
  - b. TLFN youth developments with the TLFN leadership and band office staff
  - c. TLFN youth developments with parents or guardians
  - d. TLFN youth development with TLFN knowledge holders and traditionalists
  - e. TLFN youth development with the RCMP to keep good rapports



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3. The selected Youth Development Coordinator needs to be:

- a. In good physical condition
- b. Healthy habits
- c. Drug free and abstains from alcohol

**Application Deadline: January 5, 2017**

If interested in the Youth Coordinator Position please send your cover letter and resume to Frank Alec at [taklaadminmanager@taklafn.ca](mailto:taklaadminmanager@taklafn.ca). We encourage everyone to apply; however, only successful applicants will be contacted.