
Job Description

Youth Coordinator

Position Status: Full-time

Location: Blueberry River First Nations

Reports to: Health Director

Closing date –

About Blueberry River First Nations:

BRFN is a First Nations that has successfully litigated in the protection of Treaty 8 Rights and successfully executed an Implementation Agreement with the Province of British Columbia.

Our core values are based on strong culture, traditions, and self-determination. We aim to support lifelong learning for our people we serve through knowledge transfer, teaching, and presenting opportunities for contribution and participation.

Summary of the Position

Under the direction of the Health Director the Youth Coordinator will develop and coordinate cultural programs and events as well as work on various related activities and projects in support of Blueberry River First Nation's youth. This role is an important support for building relationships with the community and ensuring health advocacy.

Responsibilities and Duties

- Building relations with the youth community;
- Providing health education information and distributing resources and referring services for personal hygiene, nutrition, and safe food handling;
- Planning, coordinating and setting up cultural programs, language programs, workshops, ceremonies, and other related events for youth;
- Acting as a cultural resource, guidance, and/or support for youth;
- Supporting the administration of the community planning and committee processes;
- Supporting the health director with the delivery of client care to youth;
- Assisting the health director with grants and proposals to secure funding;
- Managing volunteers for programs, services and activities;
- Other duties as required

Qualifications and Skills

- Completion of a high school diploma;
- A minimum of 2 years of experience working in a similar role, or a combination of education and experience will be considered;
- Experience in event planning, facilitation, budgeting and reporting;
- First Aid level C with CPR certification;
- Food Safe Certification;
- WHIMIS certification;
- Experience working with First Nations communities;
- Excellent communication skills, oral, written and interpersonal skills.
- Experience with Microsoft Office programs including Excel, Word, Outlook and PowerPoint.
- Ability to work independently.
- A valid BC Driver's License, Driver's abstract and a reliable vehicle required.
- Clean criminal record check required and child abuse registry check required and a condition of employment