



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: Sports, Recreation Youth Worker
DEPARTMENT: Community Services Division
SUPERVISOR: Recreation Coordinator
TERMS: Part-Time, Permanent
REFERENCE #: 2024-093

Purpose of Position:

The purpose of this position is to administer the Sports, Recreation Youth Program and to plan, facilitate and supervise recreational activities to promote overall personal growth for the youth of the community.

Duties and Responsibilities:

- **Plans, facilitates, and supervises recreational, social and educational programs that support the positive cultural identity and personal wellness for the youth of the community as well as the Recreation Program. (85%)**
- Assesses the recreational needs of the youth.
- Assists in the creation, implementation and monitoring of community projects and programs to meet overall needs.
- Plans, organizes, and supervises activities for programs including setting up the schedule of activities and booking out-going trips.
- Must participate in all activities with the youth.
- Documents and reports (to supervisor and parents) any negative behaviors of the children/youth in the programs, such as bullying and substance use.
- Meets, liaises, and networks with community groups.
- Works with community groups to support youth and programs.
- Maintains records, reports and an overall workplan.
- Establishes effective relationships with youth through positive role modeling, for example no drugs, alcohol, smoking or vaping while on shift, or any other types of substances.
- Coordinates fundraising activities including writing reports and conducting presentations.
- Monitor's attendance, medical information forms, equipment, and supply levels.
- Promotes safety, health, and wellness
- Complete program intake forms with parents (as directed), pick up and drop off forms and record important safety information such as allergies.
- Respects individual privacy and confidentiality.

- Provides quarterly reports on activities for the Sports Recreation and Youth Coordinator and funding source.
- Provides administrative support to the Sports Recreation and Youth Coordinator.
- Liaises with referral sources, and Community Services staff and outside agencies and professionals.
- Evaluates and screens referral applicants to program in consultation with the Community Service Manager.
- Monitors and resolves crisis situations as required.
- Provides clients with Recreational experiences to enhance and expand their present skill set.
- Always ensures the well-being and safety of clients.
- Assists in the development of new programs and services that would benefit the clients.
- Maintains the Community Service vans and ensures safety equipment is up to par.
- Transport children/youth to programs.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the TteS.
- Attend training as required.

- **As a member of the Community Service, the Sports, Recreation & Youth Worker communicates with various groups and ensures strong communication with the TteS Community. (10%)**
- Coordinate's outings and recreational activities.
- Acts as a liaison for the community.

- **5% Other related duties, as necessary.**
- Assists with the various departmental community functions such as picnics, parties at the direction of the Community Service Manager.

Professional Certification, Education and Experience:

Completion of Grade 12 and 2-years related experience or an equivalent combination of education and experience.

- Must have a current valid Class 5 Driver's License with willingness to obtain a Class 4 license.
Must pass a Child Care Criminal Record Check.
- Must possess a valid First Aid Level C Certificate or be willing to take obtain.
- Due to funding source, this position is for applicants 19 – 30 years of age.

Skills and Abilities:

- Good communication skills.
- Able to connect and build relationships with youth in a positive way.
- Strong knowledge of recreational, educational and other activities that will assist youth.
Significant outdoor recreation with work experience, including small equipment use and maintenance.
- Good demonstrative coaching, communication, and motivational skills.
- Strong knowledge of program monitoring.
- Strong organizing, planning, and coordinating skills.
- Able to communicate effectively.
- Demonstrated ability to successfully establish and maintain respectful, productive, and cooperative working relationships.
- Ability to work in a cross-cultural setting.
- Strong ethics and knowledge of confidentiality.
- Must be fit and able to lift, up to 50 pounds.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.
PAY GRADE: \$20.08-\$24.28/hour depending on education and experience

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is January 6th, 2025 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment/>
or at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.