



H'ULH-ETUN HEALTH SOCIETY
pulling together, creating possibilities

Employment Opportunity On-Call Youth Recreation Worker

H'ulh-etun Health Society has an immediate opportunity for an On-Call Youth Rec Worker for the communities that we currently service. Hours of work are Monday to Friday varying schedules to meet the program needs, most afternoon/evenings coverage in back-up capacity.

The Youth Recreation Worker will provide a wide variety of youth programs in both Halalt/Lyackson and Malahat Nations. They will assist in designing and leading a wide variety of recreation, sports, educational (tutoring), arts and crafts, music, dance and cultural activities for youth (typically for ages 10 to 19 years of age) that will promote their physical, mental, emotional, cultural/spiritual well-being.

RESPONSIBILITIES:

- Provide instruction in recreation activities such as paddling or golf
- Explains the rules of the activities and instruct participants at a variety of skill levels
- Organize and set up the equipment that is used in recreational activities
- Enforce safety rules to prevent injury
- Administer basic first aid according to prescribed procedures, and notify emergency medical personnel when necessary
- Ensure that recreation facilities and equipment are used and maintained properly
- Enforce rules and regulations of recreational facilities in order to maintain discipline and ensure safety
- Evaluate equipment and facilities
- Refer youth to the Mental Health Counsellor (Team Lead) and / or Child & Youth Counsellor and/or other mental health and wellness staff or other external agencies for those who require extra supports
- Work closely and cooperatively with the Mental Health Team
- Assists in delivering substance abuse and mental health interventions (i.e., suicide prevention and awareness) in consultation with the Mental Health Counsellor (Team Lead) and / or Child & Youth Counsellor and the Mental Health Team Leader
- Assists in identifying, organizing and mobilizing resources for youth programs/activities/ initiatives
- Assist in taking attendance and submit it to the Mental Health Team Leader on a weekly basis
- Organize regular activities and tasks for the Youth Recreation Worker, as outlined in the Youth Recreation Worker job description
- Complete program planning and organize field trips/outings, including transportation
- Enter data from sign-in sheets for programs for tracking participants and statistical reporting
- Shop for craft supplies and snacks for programs and events
- Create permissions slips and other forms
- Plan, organize, lead and promote interest in recreation and sports activities for youth
- Maintains strict client confidentiality and ensures that files and records are stored in a secured location and fashion
- Recommends improved policy and process changes to the Mental Health Counsellor (Team Lead)
- Participates as a member of groups, committees and teams for a variety of events, as appropriate
- Assists in writing proposals and accessing external funding to operate recreation programs for youth
- Attends staff meetings as required
- Perform and complete all other relevant duties as required

QUALIFICATIONS:

- Recreation Certification, Child & Youth Certificate/Diploma, or relevant area of studies
- Completion of Grade 12
- Minimum 2 years' experience working with youth in the capacity outline above
- Experience in a variety of sport activities, soccer, lacrosse, basketball, volleyball, rugby, swimming, hiking kayaking, golfing, etc
- Hands-on experience with cultural activities and games such as, Tribal Journeys and Bone Game
- Valid First Aid Standard CPR Certification
- Valid Food Safe Certification
- Food Safe Level I
- Must be competent with Microsoft Office suite programs including but not limited to Excel
- Must possess excellent communications skills and phone etiquette
- Knowledge of culture and traditions of the Coast Salish Member First Nations
- Positive attitude, self-starter, team player and solutions orientated
- Ability to work independently, with little supervision and as part of a team
- Excellent organizational and planning skills
- Clear Criminal Record Check.
- Valid BC Drivers' License an asset

Please quote On-call Youth Rec Worker position when submitting your cover letter, resume and three references to:

Michel Woolner, Strategic & Human Resources Director

H'ulh-etun Health Society

8019 Chemainus Road, Chemainus

EMAIL: michel.woolner@hulhetun.ca or **FAX** to 250-246-9537