



**Wuikinuxv Health Department**

700 Paxsta Way, Wuikinuxv Village, Rivers Inlet,  
Bag 3500  
Port Hardy, BC, VON 2P0  
Phone: 250-949-8625 Fax: 250-949-7105

**Job Position: Youth Program Coordinator**

**Type:** Full-Time (1-year contract)

**Pay:** \$22-\$25/hr

**Reports To:** Health Director

**Location:** Wuikinuxv Health Centre

**Position Summary:**

As the Youth Program Coordinator in Wuikinuxv, your role is vital in guiding and supporting our youth aged 12-18 for a better future. You'll directly engage with them, providing guidance and resources to help them grow personally, socially, educationally, and culturally. Your main tasks include planning and running programs tailored to our community's needs and creating a safe and inclusive environment for our youth.

**Responsibilities:**

- Plan and lead workshops for youth, focusing on their interests and community needs.
- Connect youth with resources in Wuikinuxv to support their development.
- Address issues related to alcohol and drugs among youth, guiding them to appropriate support.
- Provide culturally relevant information for both girls and boys groups.
- Mentor youth to build resilience and positive outcomes.
- Utilize traditional drumming, singing, and cultural awareness to connect with our community.
- Advocate for needs of the youth in Wuikinuxv.
- Encourage youth to attend events and make them enjoyable.
- Engage with youth, seeking their input on activities and events.
- Attend cultural events led by the Cultural Coordinator.
- Refer youth to appropriate support services.
- Coordinate various youth activities efficiently.

**Skills and Abilities:**

- Communication skills, both verbal and written.
- Basic computer skills.
- Teamwork and supervisory abilities.
- Record-keeping abilities.
- Ability to plan and lead workshops and meetings for youth.
- Encouragement youth participation in programs.

**Recreation/Education/Cultural:**

- Organize community recreational and cultural activities.
- Conduct information workshops based on community needs.
- Lead youth gatherings and cultural crafts sessions.
- Plan traditional sharing circles, fundraising events, field trips, and monthly activities.
- Teach basic life skills.
- Encourage youth participation in summer programs.

**Administrative Duties:**

- Attend community meetings related to youth.
- Document important information.
- Plan and schedule youth activities, gatherings, and fundraising events.

**Qualifications:**

- Interest in working with youth, focusing on leadership, mentorship, and creating new activities and plans for youth.
- A driver's license is required, or working towards one.

**How to Apply:**

All interested applicants can submit their cover letter and resume to Cerelina Willie: [health\\_director@wukinuxv.net](mailto:health_director@wukinuxv.net) with the title **“Youth Program Coordinator – Your Name”** in the subject line.

**Deadline for Applications:** April 1, 2024