

INTERNAL/EXTERNAL POSTING



Inuuqatigiit - Centre for Inuit Children, Youth and Families is a multi service non-profit organization serving Inuit children, youth and their families. We are dedicated to providing cultural, educational, and support services in a caring, respectful and collaborative environment that fosters strong and proud Inuit children and families.

Position #	2024-136
Position:	Program Coordinator – Tukimut Afterschool Program
Posting Date	October 3, 2024
Start Date:	ASAP
Hours:	37.5 hours per week – Full-time determinate (6-month contract)
Salary Range:	Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Manager of Youth Programs, the Tukimut Program Coordinator will be responsible for overseeing the Centre's afterschool program, March Break and Summer Camps for Inuit children ages 6-12 years. The Tukimut Program Coordinator is responsible for all administrative tasks related to registering participants, securing supports for participants, communication with parents, guardians and families, securing program funding, staff management, staff scheduling, staff training, youth team meetings, coordinating practicum student(s), and overseeing programming daily.

KEY DUTIES AND RESPONSIBILITIES

- Oversee and coordinate the planning and delivery of Inuuqatigiit Centre's Tukimut Afterschool Program, March Break and Summer Day Camps;
- Provide leadership, supervision of Tukimut part time youth staff and volunteers
- Provide orientation, training, and leadership development to Tukimut teams
- Ensure quality programming throughout all activities.
- Always ensure adequate supervision of participants and activities
- Ensure that all safety standards, procedures are always followed ie staff/youth ratios, evacuation plans, field trip policies, outdoor safety
- Ensure culturally safe spaces and integration of language and culture
- Ensure positive behaviour guidance strategies such as re-directing, positive language, and positive reinforcement are employed by staff
- Monitor and track budget accordingly
- Communicate with DNT Transportation, parents, community, external partners, and all other staff for the effective implementation of the program
- Promote the regular exchange of information between staff and parents concerning children/youth in the program;

- Ensure administrative requirements and record-keeping, including Penelope data base entry and upkeep and funding reports;
- Support with the hiring of new part-time staff for the Tukimut program.
- Oversee all Tukimut social media accounts.
- Oversee current and new Tukimut registrants for the afterschool program and registration for the March Break and Summer Camps.
- Procure all Tukimut Programs & events (Elders, Service providers, volunteers)
- Foster new community partnerships

ENVIRONMENTAL FACTORS

- Must demonstrate stress resistance and stamina in working with youth;
- Ability to function effectively in a high stress, high noise environment;
- Regular physical activity associated with program activities; and
- Mental effort is required to deal with stress related to safety and security of youth and delivery of programming and effectively deal with crisis.
- Prepare funding applications as required
- Must be able to work evenings to be present when programming is in operation

KNOWLEDGE AND SKILLS

- Fluency in Inuktitut would be an asset;
- Experience working with Inuit or Indigenous communities;
- Knowledge of the needs of Inuit children and families;
- Knowledge of Inuit culture and community;
- Knowledge of socioeconomic determinants of health that impact Inuit communities
- Knowledge of behaviour management strategies for children and youth;
- Knowledge of Inuit and non-Inuit community services and supports for children and youth;
- Ability to communicate effectively orally and in writing;
- Ability to operate computer systems and relevant software;
- Effective leadership skills;
- Ability to respond effectively in crisis situations;
- Ability to work in a collaborative team environment;
- Ability to function effectively in a high stress, high noise environment;
- Flexibility, enthusiasm, and commitment to children.

QUALIFICATIONS & REQUIREMENTS

- Inuit descent preferred;
- Post-secondary education in Child and Youth Worker (CYW) or Early Childhood (ECE) or equivalencies or experience running afterschool program accompanied with post-secondary education;
- Minimum two years experience in Youth/Afterschool Programs
- Comply with all policy and procedures of Inuuqatigiit, including Inuuqatigiit Standards of Professional Conduct and Oath of Confidentiality;
- Vulnerable Sector Check required in keeping with Inuuqatigiit Personnel Policies and Procedures;
- Medical certification of good health and record of up-to-date immunizations;
- TB Test, if applicable; and
- ASIST, First Aid/CPR Certification (or willingness to become certified).
- Valid drivers licence an asset.

HOW TO APPLY:

Please apply with a cover letter and up-to-date resume to:Inuuqatigiit Centre
Human Resources Department, at jobs@inuuqatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the contact information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.

This position is dependent upon funding approval.