



## **Matachewan First Nation**

### **Job Posting – Maternity Leave**

#### **Choose Life Project Recreation/Cultural Coordinator**

##### **POSITION SUMMARY**

Under the direction of the Band Manager, the Recreation/Cultural Coordinator will be responsible for creating a program focused on the Youth that will have a strong emphasis on access to and participation in traditional cultural knowledge and will promote mental health and well-being and reduce risk factors that could lead to suicide.

##### **DUTIES AND RESPONSIBILITIES**

- Develop and deliver culturally appropriate programming and recreational activities that focus on improving the mental, emotional and behavioral well-being of the youth.
- Liaise with the schools attended by the youth of the community to arrange community visits.
- Work with the local Elders to develop programming that will provide the youth the opportunity to learn traditional cultural knowledge.
- Plan, organize and coordinate cultural workshops, programming and activities, teachings, ceremonies and healing practices.
- Obtain the necessary supplies and equipment needed to facilitate cultural based functions
- Assist in the assessment of community needs as they relate to youth issues and with developing programs accordingly
- Promote a positive atmosphere for community youth by demonstrating strong role model, leadership, and team building qualities as well as developing strong relationships with community and youth
- Perform all duties and responsibilities in accordance with Matachewan First Nation policies, standards, and procedures and as directed by the Band Manager
- Perform other duties and responsibilities as necessary in the performance of the position, and as assigned by the Band Manager
- Maintain confidentiality on all matters relating to the affairs of Matachewan First Nation

## QUALIFICATIONS

- A degree/diploma/certificate in health or social services would be an asset.
- Computer skills
- Exceptional oral communication including writing ability;
- High degree of skill in motivational techniques, problem solving and group work abilities
- Ability to speak to large groups
- Ability to establish and maintain purposeful relationships with clients, subordinates, colleagues, other relevant organizations, staff and management.
- Demonstrated knowledge and understanding of Indigenous culture and traditions.
- Ability to take direction and to work within the policies, procedures and core values of the First Nation.
- Excellent planning, organization, interpersonal and liaison skills and the ability to effectively coordinate and organize community programs, services and activities.
- High standard of ethics and the ability to maintain confidentiality.
- Must be willing to work flexible hours i.e. evenings and weekends.
- Must possess a valid Driver's Licence.

**Closing date February 7, 2020**

**Please submit your resume to the attention of:**

**Band Manager**

**PO Box 160**

**Matachewan, ON P0K 1M0**

**Fax: 705-565-2585**

**Email: [bandmanager@mfnrez.ca](mailto:bandmanager@mfnrez.ca)**