



Ki-Low-Na Friendship Society

442 Leon Avenue | Kelowna, BC V1Y 6J3
Tel: (250) 763-4905 Fax: (250) 861-5514
www.kfs.bc.ca

Job Posting: Youth Coordinator
Hours: Tuesday – Saturday, 12:00 pm – 8:00 pm (35 hours per week)
Wage: Depending on experience
Posted: October 23, 2018
Closing: Open until filled

Nature of Position:

The Ki-Low-Na Friendship Society (KFS) Youth Coordinator will plan and implement all aspects of a new Youth Wellness Program (kiláwna? (Ki-Low-Na) Youth). This program will focus on Urban Indigenous Youth between 12 to 24 years of age. Youth wellness will be promoted and fostered through mentorships, connections with Elders, connections with culture, and getting on the land. This position will report to a Team Leader, and will supervise a part-time Assistant Coordinator. This program will run for one year, and may continue further depending on funding.

Duties:

- Plan and implement new Youth Wellness Program.
- Coordinate and plan activities.
- Work with KFS staff to ensure program supplies, budget, and program space is available.
- Menu planning with Kitchen Coordinator.
- Promotion of program through web, social media, and collaboration with community organizations.
- Recruitment, intake, and retention of program participants.
- Maintain accurate and confidential records of program participants and activities.
- Compile reports on program activities and statistics as required, and in a timely manner.
- Establish and maintain partnerships with community organizations and businesses in support of program.
- Maintain and compile program policies and procedures.

Qualifications:

- Human Service Worker, Bachelor in Child and Youth Care (BCYC), or equivalent education and/or experience.
- Experience working in Indigenous communities and/or organizations.
- Knowledge of issues and challenges facing Urban Indigenous youth.
- Demonstrated knowledge of Indigenous culture and tradition.

- 3 – 5 years of experience working with children and youth.
- 3 – 5 years of demonstrated experience in program planning and implementation.
- Strong organizational skills.
- Excellent written and oral communication skills.
- Working knowledge of computer software such as: MS Word, Excel, Outlook
- Strong internet and social media literacy.
- Ability to work independently and collaboratively.
- Demonstrated ability to establish and maintain relationships with outside organizations.

Requirements:

- Preference will be given to applicants of Indigenous ancestry.
- Valid driver's license and acceptable driver's abstract; valid Class 4 driver's license is an asset.
- Must consent to a criminal record check.
- Willingness and ability to work flexible hours, including evenings and weekends, and occasional overnights.
- Some travel may be required.

Send Resume and cover letter (mandatory) to:

Ki-Low-Na Friendship Society
Att'n: Youth Coordinator Posting
442 Leon Ave
Kelowna, BC V1Y 6J3

E-mail: reception@kfs.bc.ca

Fax: (250) 851-5514

We thank all applicants for their interest; however, only individuals selected for interviews will be contacted. No phone calls please.