

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Student Activities Coordinator

PURPOSE OF THE POSITION

The Matawa Learning Centre (MLC) Student Activities Coordinator (SAC) is responsible for developing, implementing and evaluating the programs for students of the MLC.

SCOPE

As a member of the MLC team, the SAC supports students as they move toward the successful completion of their secondary education and continue on their pathways to work, training or post-secondary education programs. The SAC is responsible for organizing and delivering programs for youth attending at the MLC. The SAC will consult with MLC staff, students and Matawa community representatives to determine their needs and develop programs in response to those needs.

RESPONSIBILITIES

1. Research and develop programs for Matawa students

Main Activities

- Assess the program requirements of Matawa students
- Communicate with Matawa students to determine their needs and interests
- Communicate with organizations representing youth to determine the recreational needs of Matawa students
- Research funding sources and projects requirements
- Access funding and prepare funding proposals
- Ensure a variety of sport, recreation, cultural and other programs are planned and implemented
- Ensure program information is available
- Evaluate the effectiveness of programs
- Identify areas where new programs are needed

2. Plan and implement activities for Matawa students

Main Activities

- Schedule activities, facilities and volunteers as required
- Supervise and lead activities for Matawa students
- Recruit, train and oversee volunteers
- Encourage Matawa students to participate in regional and territorial programs
- Monitor the use of equipment and facilities
- Support youth as they plan, lead and assess a community event

3. Promote programs and local services

Main Activities

- Ensure the Matawa students are aware of available activities
- Coordinate a community relations campaign to promote programs to Matawa students and communities
- Arrange for advertising of programs and services
- Maintain contacts with local, regional and territorial organizations for youth
- Monitor the use of equipment and facilities

4. Administer programs for Matawa students

Main Activities

- Prepare a plan for student activities
- Prepare the program budget
- Prepare financial and program reports
- Record information on, and prepare reports concerning youth programs, costs, attendance, equipment and facility use
- Provide monthly and yearly reports about programs and opportunities
- Ensure all programs and activities are implemented according to relevant education legislation, policies and procedures

5. Perform other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Demonstrated initiative in meeting the needs of students outside the school environment
- Knowledge of First Nation education
- Knowledge of First Nation cultures and life styles
- Knowledge of legislation, regulations, policies and procedures for program development and implementation
- Knowledge of legislation, regulations, policies and procedures for involving youth in community programs
- Knowledge of office administration and procedures

Skills

The incumbent must have proficient skills in the following areas:

- Ability to administer student programs
- Team building skills
- Analyzing and problem solving skills

- Excellent decision making skills
- Effective negotiation and mediation skills
- Excellent stress and time management skills
- Excellent written, verbal, interpersonal, presentation, and analytical skills
- A valid Ontario Driver's License

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of SAC. The incumbent must also demonstrate the following personal attributes:

- Excellent interpersonal and communication skills
- An ability to adjust to changes
- Demonstrated ability to work effectively with parents, students, co-workers, and administrators
- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics

Education/Training/Certification

- Minimum College diploma, ongoing or complete, in any of the following areas: Community Services (Child & Youth Worker; Recreation & Leisure; Social Service Worker; ECE); or equivalent community work experience
- Aboriginal specific programs (community advocacy, education, family and child services); Aboriginal Studies, studies in teaching and education
- Suggested skills: workshop and/or other facilitation experience, experience working with children and youth in leadership capacity, community development experience

WORKING CONDITIONS

Physical Demands

The SAC may have to travel throughout the community and/or to Matawa communities in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The SAC may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The MLC may be a busy facility. The SAC may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of students and Matawa staff members. The SAC may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches. The MLC may be noisy and busy making it difficult for the SAC to concentrate.

Mental Demands

The SAC may have to manage a number of requests and projects at one time. They must be aware of Education Department business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

_____ Employee Signature	_____ Supervisor's Title
_____ Printed Name Date	_____ Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.