

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

Right to Play Jr. Community Mentor  
Matawa Student Care Centre

## **PURPOSE OF THE POSITION**

The purpose of this position is to provide a Matawa youth (ages 15–29) with meaningful training and hands-on experience in community programming. The Jr. Community Mentor will help support the Community Mentor (Cultural Activities Worker) with the planning and delivery of the Right To Play (RTP) program while gaining leadership, teamwork, and employability skills. They will be under the general supervision of the Cultural Activities Lead and Student Care Centre Manager, and/or his designate, and will provide day-to-day support and assistance to the Cultural Activities staff as required.

## **SCOPE**

As a member of the Student Care Centre Department staff, the Jr. Community Mentor will work until December 31, 2025, assisting in the day-to-day activities of the RTP program. They will take part in onboarding and training sessions, connect with other Jr. Community Mentors, and receive ongoing guidance from their Community Mentor. This role is focused on youth development, community engagement, and learning through active participation in program delivery.

## **RESPONSIBILITIES**

- Assist in the development, implementation, and evaluation of culturally relevant and engaging programs for students for the Matawa Student Care Centre.
- Connecting with and implementing programming for youth attending MECC and Matawa members.
- Responsible for organizing and delivering programs for youth who attend the Cultural Activities Programming.
- Facilitate small group activities (i.e homework help, cooking, crafts, recreation)
- Support the planning and implementation of culturally relevant events and initiatives.
- Encourage youth to attend and participate in programming.
- Other duties as requested or required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The Matawa Student Care Centre is seeking a part-time contract student who is interested in pursuing a career in Land based Learning, Cultural Activities or working with Indigenous youth. The Jr. Community Mentor must have a keen interest in aboriginal education, culturally relevant activities, and engagement with youth. administration and working with a number of education staff. He/she must be willing to engage in a variety of tasks with minimal supervision.

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Use of office/administrative software applications (Word, Excel, Email, Internet)
- Matawa First Nations Education initiatives
- Knowledge of cultural practices/ceremonies etc.
- Proficiency in working with Apple platform will be an asset

### **Skills**

The incumbent must demonstrate the following skills:

- Excellent oral and written communication skills
- Demonstrated interpersonal skills
- Work with minimal supervision

### **Personal Attributes**

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

- Must be able to perform work duties with minimal supervision
- Must be willing to travel as required

## **WORKING CONDITIONS**

### **Physical Demands**

The Jr. Community Mentor may have to travel throughout the community 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 Jr. Community Mentor may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Building may be a busy facility. The Jr. Community Mentor 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 member First Nation leaders and members. They 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 eyestrain and occasional headaches. The Jr. Community Mentor may be noisy and busy making it difficult for the Manager to concentrate.

### **Mental Demands**

The Jr. Community Mentor will have to manage a number of requests and projects at one time. 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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

I certify that I have read and understand the responsibilities assigned to this position.

\_\_\_\_\_  
Supervisor's Title

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

\_\_\_\_\_  
Executive Director'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.