



MARTEN FALLS FIRST NATION #65

Ogoki Post, Ontario P0T 2L0 Tel: (807) 349-2509 Fax: (807) 349-2511

Internal and External Job Posting

Position: Youth Centre Coordinator (Full-time)

Start Date: Immediately

Location: Marten Falls First Nation -Ogoki Post

Posting Closing Date: Open until filled

The Community:

The Marten Falls First Nation reserve is located at the intersection of the Ogoki and Albany Rivers. It is approximately 400km to the northeast of Thunder Bay. The closest city with year-long road access is Nakina, which is located approximately 160 km to the south. The location of the land makes it a combination of swampy areas and drier, treeless areas. The proximity to the rivers coupled with forests full of White Spruce, Cedar, Balsam, Pine and Tamarack trees allow both ecosystems to thrive. Numerous fish species including pickerel, trout, pike, whitefish and sturgeon and animals such as caribou, bears, moose, beavers, martens, etc. are native to the Marten Falls reserve land.

Reports To

The Youth Centre Coordinator report to and is under the direct supervision of the Band Manager.

Job Overview

Marten Falls First Nations (MFFN) is seeking a dedicated Youth Centre Coordinator to join our team. The Youth Centre Coordinator oversees the daily operations and programs of the youth centre, aiming to provide a safe, engaging, and supportive environment for our youth.

Prerequisites:

- Minimum of a High school diploma or equivalent is preferred
- 1-3 years' experience in administrative role or secretaries, or previous clerical experience is an asset
- Hold a valid G Ontario Driver's License

To promote employment equity, Marten Falls First Nation welcome applications from all qualified individuals including indigenous persons, immigrants, members of minority groups, women and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We appreciate the interest of all applicants, however, only those selected for interviews will be contacted. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated.

Confidential Information provided by applicants is used for the purposes of this competition only and is protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

- Must be willing to provide a current Police vulnerable sector check or a criminal record check

Responsibilities and Duties

The duties include and are not limited to:

- Planning, organizing, and implementing programs and activities for youth;
- Managing daily operations of the youth center, ensuring a safe and welcoming environment;
- Recruiting, training, and supervising staff;
- Developing and maintaining relationships with the community, school, and parents to support youth programs;
- Monitoring and evaluating program effectiveness, adjusting as needed;
- Preparing and managing the center's budget;
- Promoting the center's programs and services throughout the community;
- Handling administrative tasks, such as scheduling, record-keeping, and reporting;
- Addressing the needs and concerns of the youth, providing guidance and support;
- Ensuring compliance with all relevant regulations, policies, and safety standards;
- Other duties as assigned.

Qualifications

- Education and/or experience in related field;
- Experience working with youth;
- Proficiency in Anishnabemowin an asset;

Compensation

- Salary is based on experience and education

Please send your resume to the Human Resources Department.

Stella Idogho, RPR
Manager, Human Resources
Marten Falls First Nation
humanresources@martenfalls.com
Ogoki Post, ON, P0T 2L0
C: 807-935-7347

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