



KAHNAWÀ:KE NITHOTIÍON:SA RAOTITIOHKWA

KAHNAWÀ:KE YOUTH CENTER

POST OFFICE BOX 907

KAHNAWÀ:KE MOHAWK TERRITORY JOL 1B0

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| GENERAL INFORMATION | |
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| Job Title: | Recreation Program Animator - Drama |
| Department: | Programming |
| Date of Job Description: | September 2022 |
| Immediate Supervisor: | Artistic Director – Drama, Program Manager |

| JOB DESCRIPTION SUMMARY |
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| Under the supervision of the Artistic Director - Drama, the recreation Program Animator - Drama works as part of the programming team to implement various drama related programs and theatrical performances offered in collaboration between the Kahnewà:ke Youth Center and Turtle Island Theatre. The Drama Program Animator acts as a positive role model, responsible for the day-to-day implementation drama activities, aimed at enhancing recreational and leisure activities available to community youth and promoting a healthy and active lifestyle. |

| CORE RESPONSIBILITIES AND DUTIES | |
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| Core Responsibilities | Duties |
| To animate programs related to recreation, drama, culture, education, fitness and sports, in conjunction with the Program Managers in collaboration with the Turtle Island Theatre. | <ul style="list-style-type: none"> • Animates drama activities in all aspects of KYC programming, such as the after-school program, teen programming, drama day camp, community and special events. • Animates activities and determines resources and supplies required. • Assist the Artistic Director in rehearsal phase of the production • Ability to build sets, call cues, simple costume mending abilities amongst other production related tasks • Assists in the development of a long-term plan for the Turtle Island Theatre • Plans, develops, promotes, and implements drama activities for all age groups within the community. • Determines the most effective ways to organize drama activities to maximize participation. • Supervises youth, teens, and adults participating in drama programming activities. Provides guidance and demonstrates appropriate interaction, teamwork, and play methods. • Handles emergency situations that arise according to established protocols. • Maintains an organized work area and ensures all programming areas/rooms are put in order at the end of each day, after gym rentals and during holiday periods. • Ensures safety precautions/procedures related to programming activities are adhered to and enforced. Maintains first aid kits and regularly inspects rock-climbing equipment. Administers first aid treatment for minor injuries and accidents. • Participates in planning of regular and special programming activities and submits ideas for special projects or activities. |

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| | <ul style="list-style-type: none"> • Advocates an equal opportunity environment and implements practices supportive of diversity and ability. Adapts programming to varying levels depending on participants. • Animates groups and individuals in drama programs, outdoor recreation, arts & crafts and traditional/cultural activities. • Encourages the use of Kanien'keha amongst participants and incorporates language into the programming. • Encourages a positive attitude and healthy lifestyle to members. • Assists in increasing the level of socialization amongst all participants. • Provides a safe environment for all to participate in organized group activities and programming. • Intervenes and implements tactics to provide a safe, harmonious environment for members, prohibiting negative behaviours such as bullying, etc. • Animates and implements the drama Day Camp, including working with summer students hired within the camp. • Demonstrates ideals of a positive role model. |
| <p>To perform programming administration tasks.</p> | <ul style="list-style-type: none"> • Updates and maintains files in relation to programming activities. • Completes documentation and reports such as Incident and Accident reports for events that occur. Ensures filing and follow up. • Assists with inventory and cataloguing of all Turtle Island Theatre's props, sets, costumes and audio equipment • Assist in the development of drama programming for the after-school program, summer drama camp and other drama activities • Processes payments for various KYC activities and programming using the online Amilia system. • Tracks membership, special activity and canteen fees owing, follows up with parents where necessary. • Ensures up-to-date knowledge of activities, programming and special events and responds to requests for information from members and public. • Ensures all programming supplies and equipment are maintained and operational. Reports any issues, replenishment needs or repairs to immediate supervisor for follow up. • Communicates with parents and/or guardians on any issues experienced with members. Reports any incidents to immediate supervisor. • Networks with other community organizations on programming, planning and implementation of community events and initiatives. Participates as a KYC representative in community events as needed. • Offers feedback on KYC programs and activities to Programming Team. • Participates in staff orientations, weekly meetings and related training sessions. • Maintains confidentiality and adheres to KYC policies and procedures. |
| <p align="center">Performs any other job-related duties as required by the Immediate Supervisor.</p> | |

| <p align="center">QUALIFICATIONS</p> | |
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| <p>Education and Experience Requirements</p> | <ul style="list-style-type: none"> • DEC IN Professional Theatre with two (2) experience working with children/youth. • High School diploma or the equivalent with four (4) experience working with children/youth. • Previous experience working and participating in theatre • Current Certification in First Aid and CPR • Previous Theatre experience is preferable. |

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| Knowledge, Skill and Ability Requirements | <ul style="list-style-type: none"> • Excellent communication and leadership skills. • Knowledge of coaching methods geared toward children and/or youth. • Experience in program development and planning. • Problem solving skills. • Knowledge of computer programs (MS Office). • Ability to work with children at different levels of development. • Knowledge of the community of Kahnawà:ke awareness of youth, cultural and socio-economic issues facing the community. • Sensitivity and openness to cultural traditions, diversity and willingness to adapt services to reflect cultural traditions and norms. • Lifestyle of a positive role model. • Strong interpersonal skills including tact, maturity and sensitivity to individuals and conditions in different cultural and organizational contexts. • Post-Secondary education or training related to the position is an asset |
| Other Requirements | <ul style="list-style-type: none"> • Valid driver's license is an asset. • Knowledge of Kanien'keha and French languages are an asset. |

| WORKING CONDITIONS |
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| <ul style="list-style-type: none"> • 32.5 hours a week, Monday to Friday, with some evening and weekend work hours, as well as extended hours required for regular monthly activities and special scheduled events throughout the year. • Some activities require basic physical fitness levels and the ability to participate in sporting and recreational activities. • Exposure to outdoor weather conditions and the elements during field trips, camping trips, Winter Carnival and Mohawk Miles, as well as other scheduled KYC activities. • Moderate stress levels associated with working and interacting with children and teens in a supervisory capacity. |

Incumbent

Date

Immediate Supervisor

Date

Director of Operations

Date