



KAHNAWÀ:KE NITHOTIÍÓN:SA RAOTITIOHKWA

KAHNAWÀ:KE YOUTH CENTER

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GENERAL INFORMATION

Job Title:	Recreation Program Animator – Travel & Exchanges
Department:	Programming
Date of Job Description:	September 2022
Immediate Supervisor:	Program Manager

JOB DESCRIPTION SUMMARY

Under the supervision of the Program Manager, the Travel & Exchanges Animator works as part of the programming team to develop, coordinate, and implement travel experiences and exchange programs for youth and teens. The Travel & Exchanges Animator acts as a positive role model and is responsible for delivering the values and activities aimed at enhancing travel and exchange opportunities available to the youth of Kahnawà:ke.

CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
To develop programs related to travel, culture, and education for the youth and teens of the community.	<ul style="list-style-type: none"> Plans, develops, promotes, and implements travel and exchange activities for youth groups within the community. Coordinates educational or recreational travel experiences and youth exchanges with appropriate partners. Coordinates and oversees all fundraising initiatives related to youth travel. Coordinates all learning opportunities provided to youth travelling. Takes on lead roll when travelling with youth and teens. Participates in all aspects of KYC programming, such as youth, teen, community, and special events. Animates activities and determines resources and supplies required. Gauges interest of KYC members in activities and presents ideas for adapting programming to meet the interests. Supervises youth participating in 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 are adhered to and enforced related to programming activities. Maintains first aid kits. Participates in planning of regular and special programming activities and submits ideas for special projects or activities. Advocates an equal opportunity environment and implements practices supportive of diversity and ability. Adapts programming to varying levels depending on participants. Encourages the use of Kanien'keha amongst participants and incorporates language into the programming.

	<ul style="list-style-type: none"> • Demonstrates ideals of a positive role model. • 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. • Administers first aid treatment for minor injuries and accidents. • Intervenes and implements tactics to provide a safe, harmonious environment for members, prohibiting negative behaviours such as bullying, etc.
<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. • Accepts and processes payments for various KYC activities and programming using the online Amilia system. • Tracks membership, special activity and 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. • Promotes and creates awareness to maximize participation in activities. • 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 with Programming Team. • Participates in staff orientations, weekly meetings, and related training sessions.
<p align="center">Performs any other job-related duties as required by the Immediate Supervisor.</p>	

<p align="center">WORKING CONDITIONS</p>	
<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 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. • Moderate stress levels associated with travel and being abroad. 	

<p align="center">QUALIFICATIONS</p>	
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<p>Education and Experience Requirements</p>	<ul style="list-style-type: none"> • D.E.C. in Travel and Tourism, Social Sciences, Community Recreation, or Early Childhood Education, plus two (2) year experience working with children <p>OR</p> <ul style="list-style-type: none"> • High School Diploma, plus four (4) years experience working with children • Current Certification in First Aid and CPR • Valid driver’s license is an asset • Valid passport is an asset • Ability to travel across borders and for extended periods is a must. • Previous volunteer experience is preferable
<p>Knowledge, Skill, and Ability Requirements</p>	<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 youth 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 • Knowledge of Kanien’keha and French languages are an asset

Incumbent

Date

Immediate Supervisor

Date

Director of Operations

Date