

## United Native Friendship Centre Job Description

<b>Position:</b> Urban Indigenous Healthy Living Program (for Kids)	<b>Date Created:</b>
<b>Job Class:</b> 3	<b>Date Approved:</b>

**Immediate Supervisor:** Assigned Team Lead or Designate

**Supervision:** Employed by the United Native Friendship Centre, the UIHLP for Kids Worker is responsible to the policies and direction determined by the United Native Friendship Centre and the Ontario Federation of Indigenous Friendship Centre's and under the direct supervision of the Assigned Team Lead or Designate.

**Objectives:** To design and implement healthy lifestyle programming with the intent to improve health status through increased physical fitness, improved cardiovascular health, the harms of smoking/vaping education and improved nutritional knowledge and practices for children and youth.

**Responsibility:** The UIHLP Worker is responsible to design, develop, coordinate, facilitate, monitor, and evaluate healthy lifestyle programs based on community needs and interests. The Worker will ensure that program design and delivery complies with the United Native Friendship Centre and Ontario Federation of Indigenous Friendship Centre's standards of performance and that all program requirements are attained.

### **Qualifications:**

- Sports & Recreation related Diploma and/or equivalent training experience and certification (ie: Fitness Instructors Certification, etc.)
- 1-2 years' experience in this field with a passion to deliver the program
- Must be highly motivated with passion around healthy lifestyles, behaviors, specifically nutrition, healthy eating and physical fitness to be a role model to others
- Must have knowledge of the Friendship Centre and the various programs provided to the community
- Willingness to plan and execute Cultural land-based activities with youth, as well as being sensitive to the teachings, and practices of UNFC (ie. Smudge, Drumming, Ceremonies etc.)
- Must have knowledge of the Indigenous culture and the social reality that Indigenous children and youth experience in urban settings.
- Knowledge of Ojibway language is considered an asset
- Experience in program planning, development, implementation, data collection, and evaluation
- Possess good written and oral communication skills
- Previous experience in presenting educational workshops and facilitating groups
- Excellent computer skills (ie: Microsoft Word, Excel, etc.)
- Able to meet deadlines with minimal supervision
- Must be a team player and be capable of coordinating activities with other Friendship Centre programs
- Willingness to travel occasionally to attend professional development
- Current First Aid/CPR certification or be willing to be certified
- Satisfactory Vulnerable Sector/Criminal Reference check

## Job Specifications:

- Develop and manage the program schedule on a quarterly basis reflecting the needs, interests and available resources of the community and ensuring that mandatory program components are met
- Plan, organize, supervise, assess and facilitate physical fitness and recreation programs, sport activities, healthy eating and weight management programs, youth leadership programs appropriate for participant knowledge base and physical capabilities
- Maintain and manage program activity records and participant files
- Evaluate program effectiveness and identify program enhancements
- Regular communication and program coordination with other Friendship Centre programs
- Establish and maintain relationships and partnerships with local community sports, fitness and recreation agencies/organizations
- Provide monthly calendars of planned activities for on-going program promotion within the community, specifically targeting Aboriginal children and youth
- Actively seeking volunteers to assist with and support program activities;
- Ensure that all program reports are accurate, complete and are submitted in a timely manner
- Ensure that all programs and activities are facilitated to meet health and safety standards, addressing injury prevention
- As directed and required, participate in professional development and ensure certification is kept up-to-date, specifically First Aid/CPR and Injury Prevention;
- Coordinate and implement programming after school, 3 times/wk and flexible to work some weekends
- Regularly reporting and communication with the Team Lead
- Create and maintain community relationships and role model healthy lifestyle behaviors.
- Establish age appropriate programs for children and youth ages three to fourteen

**Evaluation:** This position shall be evaluated after completion of a three and six-month probationary period and on an annual basis thereafter. It will be based on Standard of Performance in the description and specific goals of the program as agreed upon by the Board of Directors. In addition to these regular formal assessments, evaluations shall be an ongoing process.

By signing this document, I acknowledge that I have read, understand, and agree to the above description related to my position at the United Native Friendship Centre.	
Employee name:	
Employee Signature:	Date: