



# WHITECAP DAKOTA NATION

## EMPLOYMENT OPPORTUNITY: YOUTH & COMMUNITY COORDINATOR

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### EMPLOYMENT OPPORTUNITY

#### Youth & Community Coordinator Term (Maternity Coverage)

#### WELLBEING DEPARTMENT

<b>Status:</b>	Fulltime (TERM)
<b>Location:</b>	Whitecap Dakota Nation (In Person)
<b>Hours of Work:</b>	8:00AM – 4:30PM (Flex)
<b>Total Hours:</b>	37.5 hrs. per week
<b>Salary Range:</b>	Competitive
<b>Closing Date:</b>	March 9 <sup>th</sup> , 2026

### ABOUT US

We are a modern and progressive Nation located 26 km south of Saskatoon. The Whitecap Dakota Nation (WDN) is a thriving community focused on growth, innovation, and cultural preservation. You can learn more at [www.whitecapdakota.com](http://www.whitecapdakota.com)

### POSITION OVERVIEW

WDN is seeking a talented and motivated Youth & Community Coordinator to join our dynamic team. This role offers an opportunity to support the Wellbeing Department.

### KEY DUTIES

The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. The employee may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of WDN and reporting to the WDN Youth & Community Program Team Lead, the Employee will:

- Supervise children, youth and/or family participating in programming.
- Implement and deliver programs and activities set out by Team Lead daily.
- Provide mentorship, support and guidance to children, youth, and families within specific program areas.
- Deliver and fully participate in culturally relevant programs and activities.
- Assist operations and coordinate activities at the CRHES venue, including:
  - ensure school gymnasium is open as per established schedule;
  - ensure facilities are kept safe, clean, and neat;
  - ensure equipment is properly maintained and in good working order;
  - ensure inventory of equipment is done and security is maintained on facilities; and,
  - ensure activities in facilities are orderly and professional.
- Provide transportation to and from program activities as required or requested including days, evenings, and weekends.
- Provide intervention and de-escalation practices in dealing with children, youth and families that may be in crisis.
- Provide project information, training and workshops, and tours to children, youth and families of the Whitecap community.
- Provide support and mentorship to casual, practicum, volunteer, and any other person(s) working within WDN Wellness programs and services.
- Volunteer, attend, and participate in any functions, feasts, or special events hosted by WDN.
- Input participant data into the database as required for statistical data and reporting.



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- Coordinate daily/evening schedule with co-workers to ensure completion of assigned duties.
- Provide monthly and statistical reports to Team Lead within specific areas of the WDN Wellness program.
- Provide WDN Wellness information to appropriate community agencies for specific need and sharing.
- Submit program activities, supplies and nutrition lists to relevant Program Coordinator(s) on an as required basis.
- Complete vehicle checks inside and out before and after use.
- Account for the number of daily participants for all programs.
- Follow and support all safe work practices and procedures.
- adhere to all safety regulations, procedures, and safe work practices, including the successful completion of required Occupational Health & Safety (OH&S) training; and
- Complete other related duties as assigned.

#### QUALIFICATIONS

- High school diploma (Grade 12); post-secondary education in *Indigenous Studies, Education, Social Work, Recreation, or Human Services* is an asset.
- Experience working with children and youth, preferably in a recreation, education, cultural, or community program setting.
- Valid Class 5 driver's license and reliable transportation (if programming occurs in multiple locations).
- CPR/First Aid certification (or willingness to obtain).
- Understanding of First Nations culture, language, traditions, and community values.
- Ability to work respectfully with Elders, Knowledge Keepers, and community members.
- Awareness of intergenerational trauma, community wellness needs, and culturally safe practices when working with youth and families.
- Familiarity with issues affecting First Nation youth, such as education, employment, recreation access, mental health, and community engagement.
- Ability to work evenings and weekends. This position offers flexible hours to accommodate for hours worked outside of regular daytime hours.
- Be reliable and available on short notice.
- Must possess and maintain a valid Saskatchewan driver's license and a reliable vehicle.

#### Other Conditions

- The successful candidate will be subject to an acceptable Criminal Record Check with Vulnerable Sector Search as a condition of employment.

#### ADDITIONAL INFORMATION

Applicants should note that WDN does not currently participate in the Saskatchewan Immigrant Nominee Program (SINP) for this type of position and will not support a SINP job approval.

#### APPLICATION PROCESS

Submit a cover letter and resume by email to: [employment@whitecapdakota.com](mailto:employment@whitecapdakota.com)

**The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.**

**We thank all applicants for their interest; however, only those selected for an interview will be contacted.**