



# Urban Native Youth Association

*Training the Leaders of Tomorrow*

## **Employment Opportunity Tutor-Mentor Program Coordinator**

UNYA has a F/T employment opportunity for a Coordinator of our Tutor- Mentor Program (term position until March 2008 with possible extension, depending on availability of funding). This position will liaise with other UNYA programs, Vancouver School Board staff, and other community organizations to continue to develop & implement this program. The objective of the program is to enhance access to a continuum of academic and social supports for Aboriginal youth in the local public school system – specifically by providing academic tutoring and positive mentoring opportunities. The Coordinator works under the direct supervision of the Community Developer/Program Coordinator. The Coordinator's schedule will be flexible and determined based on the emerging needs of this program. This position may include some evening and weekend work.

### **Qualifications and Conditions:**

1. Possession of a Youth Worker Training Certificate and/or experience and knowledge in related field working with Aboriginal children and youth (including those at risk) in academic settings.
2. Must have a broad based knowledge of the educational, family and social issues that Aboriginal youth face today, including the generational impacts of the residential school system on Aboriginal families and communities, and a good understanding of Aboriginal cultures and traditions.
3. Must demonstrate a good working knowledge of community resources, including academic programs & supports and Aboriginal-specific resources.
4. Must have excellent mediation and supervisory skills, and the ability to work independently and as part of a team. Basic counselling skills are an asset.
5. Must have strong written and oral communications skills, including the ability to compile accurate records, compile statistics, and prepare reports. Must have a good working knowledge of computer systems and programs.
6. Must demonstrate the ability to identify with mandate, policies and procedures of the organization.
7. Must have a demonstrated personal support system and self care plan in place.
8. Must have a criminal record check completed by and satisfactory to UNYA.
9. Must have a car and valid B.C. Driver's License.
10. Given the needs of the youth accessing our services, preference will be given to qualified Aboriginal applicants.

### **Duties and Responsibilities:**

1. Under the direction of Supervisor and in cooperation with other UNYA programs, plan, implement, evaluate and supervise all Program activities. Consult with and report to Supervisor on a regular basis.
2. Work with supervisor, other staff, and the funder to recruit, train, coordinate and supervise Aboriginal post-secondary students to act as Tutors/Mentors. Coordinate the scheduling of all Tutors/Mentors and Program activities to respond effectively to the needs of students accessing the Program.
3. Communicate on an ongoing basis with UNYA staff and community partners to identify and recruit youth who could benefit from one-to-one academic tutoring and mentoring opportunities.
4. Liaise directly with First Nations School Support Workers, teachers, other VSB staff and UNYA programs to develop strong working relationships/partnerships to support the needs of Aboriginal learners and enhance access to a continuum of academic and social supports for youth in the local public school system.
5. Refer youth and/or families to relevant programs and services in the community, and transport some of the youth and/or their families to existing services and/or programs in the community, as required.
6. Keep abreast of current social concerns and street trends and as required attend professional development activities in order to remain informed regarding issues affecting Aboriginal youth, particularly those affecting their educational goals.
7. Actively assist in the ongoing development and review of programming. Positively address all concerns, incidents or crises which affect program mandate, UNYA policy, personal issues, community relations, youth participants, etc.
8. Respect and maintain confidentiality of staff issues, with the exception of the Community Developer/Program Coordinator and/or the Executive Director. Respect and assure youth of confidentiality in the community and with other service professionals.
9. Maintain accurate activity logs and compile statistical records to support program needs and inform ongoing development and evaluation. Prepare and submit Tutor/Mentors timesheets, bi-monthly, quarterly, and annual reports to payroll, supervisor, the Board of Directors and/or the funder, as required.
10. Positively contribute to regularly scheduled team and FUNYA meetings in order to inform the ongoing evaluation and development of the program. Actively promote and participate in fundraising activities.

Please send a cover letter (stating the position that you are applying for), a resume, and contact information for (3) recent employment references to the attention of the **Community Developer/Program Coordinator** at the address below. Resumes will not be reviewed without a covering letter. No Enquiries. Only those short-listed will be contacted. **Closing date: Friday, February 1<sup>st</sup> at 4:30 pm**

1640 East Hastings Street, Vancouver, B.C., V5L 1S6  
Ph: 604-254-7732 Fax: 604-254-7811 Email: [info@unya.bc.ca](mailto:info@unya.bc.ca) Website: [www.unya.bc.ca](http://www.unya.bc.ca)