



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Municipal and Community Affairs	Youth and Volunteer Leadership Specialist	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
21-13406	Yellowknife	Sport, Recreation and Youth

## **PURPOSE OF THE POSITION**

The Youth and Volunteer Leadership Specialist assists with the creation, management and implementation of department policy and programs that support growth of the next generation of community leaders, volunteers and others towards a goal of healthy, sustainable NWT communities.

## **SCOPE**

The Youth and Volunteer Leadership Specialist (Specialist) is located in Yellowknife and reports to the Manager, Youth and Leadership Development, Department of Municipal and Community Affairs (MACA, or the department). The division plays a key role in assisting the territorial and community governments in achieving a goal of healthy, sustainable communities. It also contributes to creating a territory-wide base of youth and volunteers who contribute to positive lifestyles in their communities.

MACA is responsible for the development and maintenance of community governments, responsive and responsible to the residents, with sufficient legal authority and resources to carry out community responsibilities, to provide public programs and services essential to good community life and to deal effectively with other government organizations. The Department is also responsible for protecting the interests of consumers. The Department accomplishes this mandate through supporting capable, accountable and self-directed community governments in providing a safe, sustainable and healthy environment for community residents.

MACA is highly decentralized in the delivery of its programs and services. Its regional offices operate in a complex environment serving remote and often isolated communities with limited capacity, extreme weather conditions, short construction seasons, challenging seasonal



transportation logistics and close proximity to an active political environment.

The incumbent is accountable for the implementation of Departmental policies and programs which can have a significant positive impact on the development of youth leaders and volunteers. The incumbent assists with relations with other departments, governments and non-government agencies.

The incumbent is responsible for providing expert advice to support the Regional Recreation Coordinators promote and deliver youth and volunteer programs at the regional level, The incumbent is also responsible for working directly with regional youth and in collaboration with the Manager responsible for Youth and Volunteer Leadership to ensure they have access to and participate in leadership development programs.

The incumbent ensures that all contribution policy and other program processes are performed as outlined in GNWT financial and administrative regulations and acts, other relevant departmental policies and guidelines. The incumbent assists with development of and adherence to risk management processes particularly for programming related to community sport and recreation infrastructure. The incumbent is responsible for assisting with the Department's role in the supporting the broader mandate of the GNWT.

The position is responsible for assisting with an annual O&M and contribution budget of \$3.62 million.

### **TERRITORIAL SCOPE**

- 33 community governments
- Territorial Sport Partners, Territorial Sport organizations, District Education Authorities
- Community youth centers
- Territorial non-government organizations

### **RESPONSIBILITIES**

#### **1. Implement effective youth, leadership and volunteer policy and programs that result in improved well-being of community residents and move towards a goal of healthy, sustainable NWT communities:**

- Assist with the development and implementation of NWT Youth Leaderships strategies,
- Assist with the development and implementation of NWT Volunteer Support strategies,
- Assist with administration of volunteer awards programs in the Northwest Territories,
- Assist with Federal-Provincial/Territorial related work in youth and volunteers.



- 2. Implement the effective management and administration of youth, leadership and volunteer contribution programs that support improved quality of local programming and increased benefits to residents:**
  - Provide advice and assistance in the development of revised and new funding policies,
  - Assist with the administration of youth, leadership and volunteer programs.
  
- 3. Implement department youth programs and volunteer initiatives that provide opportunities for youth to develop significant life and job skills and build the confidence necessary to deal with the complex challenges in modern society:**
  - Assist in the development of advice and assistance in developing new or revising existing policy related to Department managed youth development projects,
  - Assist with relations with existing and future program host organizations,
  - Assist with recruitment, training, event and evaluation elements of each project,
  - Work collaboratively on communications to ensure public awareness of department youth programs and volunteer initiatives and the positive impact in the lives of youth,
  - Assist with monitoring and evaluation of the impacts of programs on past participants.
  
- 4. Assist with maintaining relations with national and territorial youth and volunteer organizations to gain insights and advice, shared resources and joint programming that support improved quality programming and benefits for youth and volunteers:**
  - Support the Department's relationship with national and territorial organizations to provide advice and direction on Department policy related to youth and volunteer development,
  - Assist in the provision of advice and assistance on Departmental policy to territorial organizations that have a role in supporting community healthy living, sport, recreation, physical activity, volunteer, and youth programs and services.
  - Support the Department's efforts to development and encourage community governments and other organizations to support, develop and deliver youth leadership programs and services.
  
- 5. Implement Departmental initiatives for youth leadership development work with the Department of Education, Culture and Employment, Schools and Education Authorities and other Social Program departments to improve leadership opportunities that result in improved well-being of youth and move towards a goal of healthy, sustainable NWT communities:**
  - Support the development of assistance protocols and resources for providing advice and assistance to schools and education authorities on access to Department programs that support sport, recreation, physical activity, volunteer and youth development in schools,
  - Support youth leadership development by working with the Department of Education, Culture and Employment to identify opportunities to identify and mentor youth leaders and to develop citizenship and volunteer opportunities.



- Support works with social program departments to develop and implement policy and programs for youth at risk,
  - Support works with social program departments to develop and implement youth resiliency policy and programs.
- 6. Implement research and evaluation initiatives that result in improved quality of policies and programming resulting in increased benefits to residents and healthier communities:**
- Evaluate one major Divisional program annually,
  - Coordinate research on divisional priorities,
  - Facilitate research and evaluation with national strategies.
- 7. Implement effective human resource development to support community services to support youth leadership development and help youth choose to become positive contributors to society and consider careers in the public service:**
- Assist in the identification and mentoring youth who may be interested in pursuing sport, recreation or physical activity careers,
  - Provide assistance in management of Divisional interns including recruitment, training programs and experiential learning opportunities.
- 8. Assist with the implementation and interpretation of the Department's Accountability Framework with community governments to improve the quality of local programming and increased benefits to residents:**
- Support the provision of professional advice and assistance to Headquarters specialists on refinements to and the future development of the Accountability Framework and related evaluation and measurement tools,
  - Support the provision of professional advice and assistance to community governments in effectively utilizing the Accountability Framework as it relates to youth and volunteer programs.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.



## **Mental Demands**

There are occasional (15%) pressures associated with dealing with troubled or at-risk youth. These situations can be stressful as youth can act out in a variety of risking ways putting themselves and staff in danger. Occasional (15%) duty travel, prolonged living away from home for approximately 4-5 weeks, which may disrupt home life.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of public recreation, sport, volunteer and youth systems in the NWT,
- Knowledge of program planning, leadership training and facility planning principles and procedures,
- Knowledge of legislation, roles and responsibilities of elected councils, recreation committees and recreation staff,
- Knowledge of evaluation processes and procedures and their use in adapting programming.
- Skills working in small groups as a leader/facilitator,
- Leadership skills to support and assist Recreation committees, community volunteers and participants to manage local recreation, sport, volunteer and youth programming,
- Financial management skills,
- Computer skills with spreadsheets and the Microsoft Office Suite,
- Communications skills (written, verbal and plain language),
- Interpersonal skills - demonstrating awareness of cultural and language differences and in dealing with youth facing social and health issues.
- Mentoring skills.
- Ability to analyze community recreation, sport, volunteer and youth problems,
- Ability to consider the options and develop alternative solutions for problems,
- Ability to motivate others to take action,
- Ability to manage time, set priorities and make decisions,
- Active listener,
- Strategic thinker
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

## **Typically, the above qualifications would be attained by:**

Completion of a Bachelor's Degree in recreation and sport, or in social sciences or a related field of study and two years directly related experience working with youth and event planning in northern community setting.

Equivalent combinations of education and experience will be considered.



## **ADDITIONAL REQUIREMENTS**

### **Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

### **French language** (check one if applicable)

- French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B)  Intermediate (I)  Advanced (A)
  - READING COMPREHENSION:
    - Basic (B)  Intermediate (I)  Advanced (A)
  - WRITING SKILLS:
    - Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

### **Indigenous language:** Select language

- Required
- Preferred