



# LOCAL POSTING

The Cree Nation of Eastmain (CNE) is now accepting applications for the 2 positions of **Youth Centre Monitor** under the CNE's Culture, Youth & Recreation Department. The Youth Centre Monitors are responsible for scheduling, coordinating, implementing, evaluating social and leisure activities at the Youth Centre and provide assistance to the youth. Applicant must have good knowledge of the variety of dealing with youth issues. The position requires good communication skills in Cree and English, good knowledge in communicating with the youth and be able to educate the youth members.

**OPEN POSITION:**

**YOUTH CENTRE MONITORS**

**COMPETITION NUMBER:**

**2 FULL-TIME POSITIONS**

**2011-007**

**LOCATION OF WORK:**

**STAJUNE COMPLEX YOUTH CENTRE**

**CONDITIONS OF EMPLOYMENT:**

**Employment Status:**

**2 Full-time / Permanent**

**Salary Range:**

**\$ 25,076.00 - \$ 31,345.00**

**Start Date:**

**Upon Hiring**

**Northern Allowance:**

**\$ 7,900.00 – \$ 15,800.00**

**POSTING DATE:**

**December 12, 2011**

**END OF POSTING:**

**January 13, 2011**

Please forward your **cover letter, resume** or for inquiries to the following coordinates:

Oliver Moses  
Office & Personnel Director  
Cree Nation of Eastmain  
76 Nouchimi  
Eastmain, Qc J0M 1W0  
Email: [omoses@eastmain.ca](mailto:omoses@eastmain.ca)  
Phone: 819-977-0211 Ext: 314  
Fax: 819-977-0281

Richard Cheezo  
Youth Coordinator  
Cree Nation of Eastmain  
Stajune Complex  
Eastmain, Qc J0M 1W0  
Email: [rfcheezo@eastmain.ca](mailto:rfcheezo@eastmain.ca)  
Phone: 819-977-2262 Ext: 228  
Fax: 819-977-2071

To get information related to CNE postings; check out our website at <http://eastmain.ca/>

## **CREE NATION OF EASTMAIN**

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<b>TITLE:</b>	Youth Centre Monitor
<b>DEPARTMENT:</b>	Culture, Youth & Recreation
<b>JOB CLASSIFICATION:</b>	Level 1
<b>DESIGNATION:</b>	Fulltime / Regular
<b>PROBATION PERIOD:</b>	Sixty (60) working days
<b>SALARY RANGE:</b>	\$ 25,076.00 - \$ 31,345.00
<b>SUPERVISOR:</b>	Youth Coordinator

### **GENERAL ACCOUNTABILITY**

Reporting to the Youth Coordinator, the Youth Centre Monitor is responsible for scheduling, coordinating, implementing and evaluating social and leisure activities at the Youth Centre and providing assistance to the youth of the Cree Nation of Eastmain.

### **DUTIES AND RESPONSIBILITIES**

- Oversee the Youth Centre at all times to ensure the safety of participants and security of equipment;
- Provide supervision of youth participants and ensure Youth Center rules are enforced for the safety and wellbeing of all clients and staff;
- Responsible for the monthly event calendar;
- Respond to crisis situations, as needed, following the Youth Centre regulations, which describe appropriate action;
- Inform supervisor of incidents and provide proper documentation;
- Assist with Youth Coordinator in organizing activities and fundraisers;
- Listen and respond respectfully to youth as they discuss important aspects of their lives;
- Ensure confidentiality for all youth related information;
- Perform daily sanitary tasks to ensure the Youth Centre operates in a clean and healthy environment;
- Collect Data on participants and daily activities;
- Follow opening and closing procedures;
- Prepare an incident and injury report when needed;
- Attend and participate in trainings and community events if necessary;

- Provide written monthly progress reports to supervisor;
- Coordinate the use of the Youth Centre with the Youth Coordinator and other users from the community;
- Participate in Team trainings and meetings and demonstrate a "team approach" when interacting with team the Youth and actively participate in ongoing development and strength building of the CNE Youth Centre;
- Perform all other duties requested from time to time by the Youth Coordinator;

## **WORKING ENVIRONMENT**

The Youth Centre Monitor works from the Youth Centre at the Stajune Community Complex and is responsible for working in shifts from 1:00pm to 12:00am with one hour off for supper. In addition, because of the nature of work, attendance may be required on weekends and holidays to monitor Youth Centre usage.

## **EMPLOYMENT REQUIREMENTS**

The Youth Centre Monitor must have a high school diploma with previous experience. A Basic First Aid Certification is a requirement. A High School Diploma with additional training in social education is preferred. The ability to communicate in Cree and English is required. French would be a definite asset. The incumbent must also have a working knowledge of computers and Microsoft Office products.

