

Long Lake #58 First Nation

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CHOOSE LIFE PROGRAM COORDINATOR

The Choose Life Program Coordinator is responsible for planning and coordinating culturally grounded programs that support youth mental health, wellness, and life promotion in Long Lake #58 First Nation. Working with youth, families, Elders, Knowledge Keepers, staff, schools, and community partners, the Coordinator organizes sports, arts, workshops, cultural activities, and land-based learning that build confidence, resilience, positive identity, healthy lifestyles, hope, belonging, meaning, and purpose.

Duties and Responsibilities

- Coordinate the planning, scheduling, delivery, and evaluation of Choose Life programs and activities for youth and families.
- Develop program calendars and activity plans and arrange facilities, supplies, transportation, meals, consent forms, and staffing coverage.
- Plan, organize, and facilitate sports, arts, recreation, life-skills workshops, cultural activities, land-based learning, wellness initiatives, and community events.
- Ensure programming is culturally grounded, trauma-informed, strengths-based, youth-centered, inclusive, and aligned with community priorities.
- Build positive relationships with youth, provide encouragement and practical support, and incorporate youth interests, needs, and feedback into program planning.
- Connect youth and families with appropriate resources and report safety, crisis, abuse, neglect, or well-being concerns in accordance with policy and duty to report.
- Work with Elders, Knowledge Keepers, language speakers, and cultural supports to incorporate traditional teachings, language, culture, and land-based practices into programming.
- Collaborate with schools, health services, internal departments, families, and regional partners and promote awareness of Choose Life programming and youth wellness resources.
- Coordinate workers, volunteers, facilitators, vendors, and partners involved in activities by communicating schedules, roles, materials, and safety expectations.
- Maintain accurate and confidential records, including attendance, activity notes, consent forms, referrals, statistics, feedback, and follow-up actions, and contribute to program evaluation.
- Assist with budget tracking, purchase requests, invoices, travel, inventory, reporting, and other program administration.
- Ensure a healthy and safe working environment for staff, program participants, volunteers, vendors, and visitors.
- All other related duties, as assigned.

Accountability

The Choose Life Program Coordinator is accountable to, and is under the day-to-day supervision of, the Health Director.

Education and Skill Requirements

Education and Experience

- Post-secondary education in Social Work, Child and Youth Care, Indigenous Studies, Psychology, Health, Recreation, Community Development, or a related field; an equivalent combination of education and relevant experience may be considered.
- 2+ years related experience coordinating and facilitating youth, community wellness, recreation, cultural, mental health, social service, or life-promotion programming.
- Understanding of First Nations culture, community values, traditional wellness, and the realities facing Indigenous youth; experience in a First Nation, remote, or northern setting is an asset.
- Training or experience in trauma-informed practice, crisis response, suicide prevention, youth mentorship, mental health support, or cultural safety is considered an asset.
- Must have a valid Ontario driver's licence and reliable access to a vehicle, or the ability to travel as required.
- Current First Aid/CPR certification, or willingness to obtain, and a clear Vulnerable Sector Check are required.

Desirable Skills

- Excellent interpersonal and relationship building skills with youth, families, Elders, Knowledge Keepers, staff, community members, management, and partners.
- Strong ability to motivate, encourage, engage, and empower youth through supportive relationships and meaningful programming.
- Strong facilitation, planning, organization, time management, problem-solving, and event coordination skills.
- Ability to maintain confidentiality, professional boundaries, cultural sensitivity, and sound judgment when handling sensitive or crisis-related matters.
- Knowledge of youth mental health, life promotion, suicide prevention, trauma-informed practice, cultural safety, privacy, confidentiality, and duty to report.
- Excellent verbal, written, presentation, and record-keeping skills, with proficiency in Microsoft Office, email, and basic reporting tools.
- Ability to take initiative, work independently, contribute to the program team, and coordinate workers or volunteers as assigned.
- Ability to openly assume additional responsibilities that may arise from the community administration, the Choose Life Program, and/or Chief and Council.

Location: Long Lake #58 First Nation

Please call (807) 707-3094 for further information. Interested applicants are encouraged to submit a cover letter, resume and references to: careers@longlake58fn.ca.

OPEN UNTIL FILLED