



Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Municipal and Community Affairs (MACA)	Youth and Volunteer Leadership Specialist	
Position Number	Community	Division/Region
21-10278	Yellowknife	Sport, Recreation and Youth /Headquarters

PURPOSE OF THE POSITION

The Youth and Volunteer Leadership Specialist assist 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 is located in Yellowknife and reports to the Manager, Youth and Leadership Development. 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.

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 including responsibilities related to the office of the Minister Responsible for Youth.

The incumbent ensures that all contribution and other program processes are performed as outlined in GNWT financial and administrative regulations and acts, other relevant departmental policies and guidelines. 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 \$3.0 million.

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 a NWT Youth Leadership Strategy,
 - Assist with the development and implementation of a NWT Volunteer Support Initiative,
 - Assist with administration of the NWT Outstanding Volunteer Awards Program,
 - Assist with FPT 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 contribution programs including but not limited to:
 - NWT Outstanding Volunteer Awards Program,
 - NWT Youth Corps,
 - Take a Kid Trapping,
 - Youth Contributions Program,
 - Youth Centres Initiative,
 - Volunteer Organization Development,
 - Volunteer Recognition Policy,
 - Stabilizing Non-Government Organization Operations,
 - Youth Tours,
 - Youth Conferences.

- 3. Implement Department programs 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,
 - Assist with monitoring and evaluation of the impacts of the program 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 local sport and recreation programming.

WORKING CONDITIONS

Physical Demands

- Majority consistent with standard office environment,
- Occasional (10%) physical lifting and related actions in direct program delivery (NWT Youth Ambassador Program and NWT Outstanding Volunteer Awards Program).

Environmental Conditions

- Majority consistent with standard working conditions in the NWT,
- Occasional (15%) duty travel, prolonged living away from home (4-5 weeks).

Sensory Demands

No unusual sensory demands.

Mental Demands

- Usually no unusual mental demands,
- There are occasional (15%) pressures associated with dealing with troubled youth who are accessing sport, recreation and leadership programs.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Thorough knowledge of public recreation, sport, volunteer and youth systems in the NWT,
- Thorough knowledge of program planning, leadership training and facility planning principles and procedures,
- Thorough knowledge of legislation, roles and responsibilities of elected councils, recreation committees and recreation staff,
- Thorough knowledge of evaluation processes and procedures and their use in adapting programming.

Skills

- Skills working in small groups as a leader/facilitator,
- Solid leadership skills to support and assist Recreation committees, community volunteers and participants to manage local recreation, sport, volunteer and youth programming,
- Thorough financial management skills,

- Strong computer skills with spreadsheets and the Microsoft Office Suite,
- Strong communications skills (written, verbal and plain language),
- Strong interpersonal skills - demonstrating awareness of cultural and language differences and in dealing with youth facing social and health issues.
- Strong mentoring skills.

Abilities

- 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.

Typically, the above qualifications would be attained by:

- 4 Year Degree in recreation or sport or a related field of study and 3 years directly related experience,
- 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 applies)

- ☐ 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

Aboriginal language: Choose a language

- ☐ Required
- ☐ Preferred