



Job Posting: TRACKS Youth Program Director

Position Title: TRACKS Youth Program Director

Contract Duration: Tuesday, April 3rd, 2018 to December, 31st 2018, with an expectation of renewal based on funding. The contract will be reviewed annually. There is a 3-month probationary period. The start date may be flexible.

Status: Full Time (35 hrs/week)

Wage: \$22/hr. Benefits will be applied following a successful 3-month probationary period.

Program Description

TRACKS is a growing initiative developed in partnership with the Indigenous Environmental Studies and Sciences (IESS) Program at Trent University and the Kawartha World Issues Centre. We take an Indigenous-and-Environmental approach to science education, delivering free programming with First Nations community partners as well as a series of fee-for-service camps and workshops. TRACKS is a mentorship-based youth outreach program which aims to:

- Positively impact and work to reverse the current trend of underrepresentation of Indigenous students pursuing studies in science-related fields at the senior secondary and post-secondary levels by providing access to role models and mentors and fostering long-lasting relationships with communities and families
- Provide opportunities for youth of all ages to engage with math and science in meaningful, culturally responsive and educationally stimulating ways, and to promote Indigenous knowledges as key perspectives within approaches to science
- Create and deliver unique, fun, educational, and hands-on experiential programming in an informal setting for Indigenous and non-Indigenous youth in Peterborough and surrounding areas, promoting different ways of engaging with science and cross-cultural conversations that will help all youth consider new ways of knowing and build relationships to themselves, each other, and the land.

As TRACKS Director, the successful candidate will be ultimately responsible for all aspects of successful program delivery including camps, workshops, outreach events, special projects, placement and volunteer opportunities, and the Oshkwazin Youth Leadership program. The successful candidate will oversee a small staff team including core staff positions and summer

students. This person will work closely with the Advisory Committee and staff in our current restructuring/revisioning process, helping to develop and communicate TRACKS' goals and vision to our existing community, as well as to the wider public.

Responsibilities:

- Hire, mentor, delegate to and manage all program and support staff coordinating all aspects of program including daily operations, special projects, partnerships and grants
- Plan, implement and/or support ongoing and new projects and partnerships
- Develop and maintain strong and innovative relationships with various stakeholders including First Nations, program partners, other not-for-profits, school boards, funders
- Help coordinate and participate actively in current and ongoing program visioning, goal-setting, and planning including re-structuring of Advisory Committee/leadership team
- Support and contribute to ongoing and regular fundraising including seeking new funding opportunities, leading and supporting grant-writing, assisting with development and enactment of corporate sponsorship plan
- Represent TRACKS in relevant and existing community commitments
- Work with staff to develop, organize, and ensure completion of training structure and schedule for staff, volunteers, and youth leaders
- Work closely with KWIC/TRACKS bookkeeper to manage annual and ongoing budgeting, financial reporting, and record-keeping

Skills/Knowledge/Abilities :

- Strong understanding of TRACKS' programming and approach
- Ability and experience working independently, self-managing and directing others
- Proven leadership, including ability to work with and supervise others in collaborative, encouraging and motivating ways
- Experience in working with Indigenous communities and within educational, science, or culture-based contexts
- Demonstrated ability to develop and manage projects with attention to detail as well as big-picture approach
- Strong written, oral and listening communication skills
- Interest and proven strengths in partnership development and collaborative projects
- Demonstrated knowledge and understanding of financial management and administration
- Knowledge of and experience in working with and building relationships with various communities and organizations in the Nogojiwanong/Peterborough area
- Innovative, creative problem solving approaches and use of resources
- Computer literacy including use of social media and tech-based organizational tools
- Must be trustworthy, dedicated and passionate about new approaches to knowledge interaction, Indigenous education, and reconciliation

- Educational background: Post Secondary Education is preferred
- Must be willing and able to do some travel, and must be willing to commit to regular office hours with occasional flexibility as needed (ie weekends, evenings, and overnights as required for program commitments)

Other Qualifications:

- Valid driver's license an asset
- All candidates must provide references
- Successful candidates will submit a police record check for vulnerable sectors

Application Process and Further Information:

Please submit your resume, a cover letter, and contact information for three references (with at least two from recent employers) to :

Dr. Chris Furgal, TRACKS Faculty Advisor tracksapplications2018@gmail.com

For more information, please visit our website at www.trackscamp.ca, or you may contact Chris Furgal at 705-748-1011 x7953 or tracksapplications2018@gmail.com.

Application deadline is **Friday, March 16th, at 12pm**. Interviews will be held March 26th and 27th. We thank all applicants for their interest. Only those chosen for an interview will be contacted.

TRACKS strives for equity in its hiring processes and encourages all people, including those experiencing marginalization or adversity in their lives, as well as applicants who identify as Indigenous, to apply. We commit to making reasonable accommodations for those needing support, as much as possible within the expectations and requirements of the position.

While we are offering full-time hours, we may be able to offer temporary flexibility for the right candidate.