



**TRACKS Youth Program**  
**Trent Aboriginal Cultural Knowledge and Science**

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**Summer Staff Needed!**  
**Oshkwazin Youth Program Development Positions, July 2<sup>nd</sup> – August 31<sup>st</sup> 2018**

**Title:** Oshkwazin Youth Program Development Support  
**Work Term:** 8 weeks  
**Status:** Work developing programming for Indigenous youth.  
**Wage:** \$14.00-15.50/hour, up to 30 hours/week  
**Reporting to:** Oshkwazin Coordinator  
**Number of positions:** 3

**Description**

Oshkwazin is an Indigenous youth leadership program nested within the TRACKS youth program based at Trent University in Nogojiwanong (Peterborough, Ontario). Oshkwazin offers meaningful work and volunteer experience, as well as mentorship, training, team-building, and cultural learning experiences for high-school-aged Indigenous youth.

**We are seeking full-time Youth Program Development Support Staff for our Summer season (July 2<sup>nd</sup> - August 31<sup>st</sup>).**

**Responsibilities**

- Participate in mandatory staff training upon hiring, including on-the-job mentorship learning
- Keep accurate records and fulfill all mandatory administrative tasks associated with employment, record keeping, evaluation and reporting
- Maintain regular office hours in communication with Oshkwazin Coordinator
- Troubleshoot and ensure smooth operation of programs
- Take responsibility for maintaining inventory and occasionally sourcing and creating new materials
- Assist with development of workshop, youth conference agendas and other leadership development initiatives
- Assist in the creation of marketing materials and images
- Support the delivery of a social media and outreach communications plan
- Meet collaboratively with other youth to identify youth leadership needs and ideas for the development leadership programming
- Conduct outreach activities such as attending community events
- Other duties as assigned by Oshkwazin Coordinator and other TRACKS Coordinators

**Required Skills and Qualities**

- Basic computer skills such as word processing, email communication and social media platforms
- Experience working in/with Indigenous communities
- Experience with Indigenous cultural knowledge/awareness
- Experience working with Indigenous youth in a leadership capacity
- Experience working in classrooms, summer camps and/or youth programs

- Ability to take direction and work independently
- Strong teamwork and willingness to collaborate with others
- Reliable and respectful communication towards coworkers and supervisors
- Excellent people skills and a friendly attitude
- Experience with conflict resolution
- Must be willing to travel occasionally
- Must be willing to work a flexible schedule, with some evening and weekend hours
- Indigenous youth with strong cultural background are especially encouraged to apply**
- Absolutely must have leadership experience and a willingness to continually develop the skills necessary to be effective as youth leaders in the community**

TRACKS strives for equity in its hiring and specifically welcomes applications from all qualified candidates including those experiencing marginalization, including women, people with disabilities, people of colour, Indigenous people (including First Nation, Metis, Inuit and non-status), those identifying as two-spirit or LGBTQ, parents and caregivers, and those dealing with adversity in their lives. We commit to making reasonable accommodations for those needing additional support, as much as possible within the expectations and requirements of this position.

**Indigenous applicants will be given special consideration as we strive to honour Indigenous knowledge and strengthen Indigenous leadership within our program.**

#### **Other Qualifications**

- Valid driver's license and access to vehicle an asset
- Background in environmental science, math, or other science discipline an asset
- All candidates must provide references
- Successful candidates will submit a police / criminal background check prior to employment

#### **Canada Summer Jobs Qualifications**

- Must be between 15 and 30 years of age (inclusive) at the start of employment;
- Must have been registered as a full-time student during the preceding academic year;
- Must intend to return to school on a full-time basis during the next academic year;
- Must be a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- Must be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act\* and;*
- Must be legally entitled to work according to the relevant provincial / territorial legislation and regulations

#### **Application and further information:**

Please submit in one document with title in the format of LASTNAME\_Oshkwazin:

- your resume
- a cover letter
- contact information for three references (at least two being past employers)
- and/or any questions, to

to Madison Laurin, Operations Coordinator, at [trackscamp@gmail.com](mailto:trackscamp@gmail.com). Please use the subject line LASTNAME\_Oshkwazin. Phone calls can be directed to 705-748-1011, ex. 6381

Only applicants selected for an interview will be contacted.

**Application will remain open until positions are filled with the expectation of July 2<sup>nd</sup> start date.**