

**Ndinawemaaganag Endaawaad Inc. (Ndinawe)**  
**EMPLOYMENT OPPORTUNITY – Internal and External Posting**  
**2024-012**

<b>Position:</b>	Arts and Recreation Program Facilitator		
<b>Salary:</b>	\$21.50 per Hour	<b>Location:</b>	472 Selkirk Ave
<b>Classification:</b>	Full Time, Permanent	<b>Hours of Work:</b>	Sunday – Thursday 1:00 pm – 9:00 pm
<b>Reports To:</b>	Arts and Recreation Program Manager	<b>Closing Date:</b>	Open until filled

The Program Facilitator assists in the planning and implementation of youth programs and services across all sites. The Program Facilitator assumes all duties and responsibilities in accordance with Ndinawe’s philosophy, direction, and policy standards.

**General Responsibility:**

- Facilitating the skill development of youth through curriculum facilitation, role modeling, and actively engaging them in hands on learning.
- Develop and maintain strategic partnerships with resources and services which support the goals of the program.
- Develop and maintain positive relationships with youth based on trust, respect, and confidentiality.
- Provide supervision and support to youth attending the program promoting safety and respect among all participants.
- Respond to crisis/emergent situations as required.
- Ensure appropriate documentation of interactions with youth, and incident reports as required.
- Maintain program statistics, complete written reports, and evaluation processes as required.
- Work collaboratively with all with the Ndinawe programming staff to ensure the needs of the youth are being met.
- Attend staff meetings and participate in staff development as directed by the Program Coordinator.
- Maintain workspaces and participate in the general cleanup of the building on a daily basis.
- Follow all policies and procedures as outlined in the Ndinawe Personnel Policy and site-specific manual.
- Performs other tasks consistent with this job description as per personnel policies and procedures that aligns with the support and growth of Ndinawemaaganag Endaawaad Inc.

**Qualifications Required:**

- Valid Class 5 Drivers License.
- Education in relevant humanities/social development field or a combination of education, employment experience, personal experience and/or volunteer work.
- Demonstrated excellence in communication skills, both written and oral.
- Demonstrated reliability in time management.
- Ability to establish relationships with youth and been seen as a mentor.
- Experience working with Indigenous people and possesses an understanding of Indigenous culture and spirituality.
- Proven capacity to effectively plan and implement programming.
- Positive, respectful, flexible in times of crisis and urgency.
- Skill in organizing resources and establishing priorities.

Ndinawe requires a satisfactory criminal record check (including vulnerable sector search), child abuse registry check, and Prior contact check prior to the commencement of employment.

Ndinawe will accept existing criminal record checks and child abuse registry checks if dated within 3 months of your start date. Should you be the successful candidate these documents are a condition of employment.

Applicants are required to send a current resume with a cover letter clearly outlining your qualifications to:

Attention: Human Resources  
Ndinawemaaganag Endaawaad Inc.  
650 Burrows Avenue  
Winnipeg, MB R2W 2A8  
Email: [recruitment@ndinawe.ca](mailto:recruitment@ndinawe.ca)

**\* As an Indigenous organization preference will be given to applicants who self-identify as being First Nations, Métis, or Inuit. Applicants are encouraged to self-identify in their cover letter. We thank all applicants for their interest; however, only those candidates selected to an interview will be contacted.**