



TRACKS Youth Program
Trent Aboriginal Cultural Knowledge and Science

1600 West Bank Drive
Peterborough, ON Canada K9L 0G2
705 748 1011 (ext. 6381)
operations@tracksprogram.ca
www.tracksprogram.ca/

Position: TRACKS Oshkwazin Youth Program Support

Status: Temporary Part-Time, up to 15 hours/week

Wage: \$16.00/hour

Expected Start Date: January 14th, 2019

Reporting to: Oshkwazin Coordinator

Description:

TRACKS Oshkwazin is an Indigenous youth leadership program as part of TRACKS Youth Program based at Trent University. Inspired by the mandate of Indigenous Environmental Science/Studies program, TRACKS Oshkwazin aims to empower Indigenous youth to utilize their traditional ecological knowledge to pursue careers in E-STEM fields. Oshkwazin provides a place for Indigenous youth to meet, discuss issues that matter to them, improve team building, gain volunteer experience, receive traditional teachings and learn about Indigenous issues.

We are seeking one part-time staff member to support Oshkwazin Youth Program.

Responsibilities:

- Participate in mandatory staff training upon hiring
- Maintain regular office hours in communication with Oshkwazin Coordinator
- Meet collaboratively with other youth to identify youth leadership needs and ideas for the development leadership programming
- Support Oshkwazin Coordinator in:
 - planning school lunch meetings, events, workshops, PA day programs, etc. for youth groups
 - developing curriculum and other content for workshops
 - sourcing materials and knowledge holders for workshops and events
 - facilitating workshops and other meetings or events
- Assist in the creation of marketing materials and images
- Represent Oshkwazin at various outreach or community events
- Other duties as assigned by Oshkwazin Coordinator and other TRACKS Coordinators

Required Skills and Qualifications:

- ***Absolutely must have leadership experience and a willingness to continually develop the skills necessary to be an effective leader***
- Basic computer skills such as word processing, email communication and use of social media
- Experience working in or with Indigenous communities
- Experience with, or significant awareness of, Indigenous cultural knowledge
- Experience working with Indigenous youth in a leadership capacity
- Experience working in classrooms, summer camps and/or youth programs



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- 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

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 be required to submit a Police Vulnerable Sector Check prior to employment

Why work for TRACKS?

TRACKS places high priority on providing training and professional development opportunities for all employees. By working with TRACKS, you can expect to grow your resume and build competencies which are valuable to future employers. These competencies include:

- Critical thinking and problem solving
- Innovation and creativity
- Collaboration
- Independent work ethic
- Effective communication
- Other interpersonal, intrapersonal and cognitive skills such as active listening, self-evaluation, adaptive learning, conflict resolution and more

See next page for application details.



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Application and further information:

Please submit the following in a single .pdf document titled in the format of LASTNAME_Oshkwazin:

- your resume
- a cover letter answering the question: ***Why is it important to provide leadership opportunities for Indigenous youth?***

Please do not just repeat your resume in your cover letter. Instead, please describe in your own words why you believe it is important to provide leadership opportunities for Indigenous youth. Use your personal experiences, anecdotes and more to let us know why you are passionate about this type of program.

- contact information for three references (at least two being past employers)

Please submit the above, as well as any questions you have, to Kristin Muskratt, Oshkwazin Coordinator, at oshkwazin@tracksprogram.ca. 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. Interviews will be held the week of December 10th to 14th.