



Penelakut Tribe

11330 Clam Bay Road North
Penelakut Island, B.C. V0R 5K0
Ph. (250) 246-2321 Fax. (250) 246-2725

Job Title: Youth Centre Manager/Coordinator

Location: Penelakut Island B.C

Job Hours: Monday – Thursday, 3pm – 9pm, Friday – Sunday, 1pm – 9pm

Salary: Depending on Experience

Process: Please send your resume and cover letter to: communications.pc@penelakut.ca

Deadline for applicants: October 30, 2025

We're seeking a passionate and experienced Youth Centre Manager/Coordinator for designing and implementing programs that engage young people, fostering their personal growth and community involvement, Aligning with Chief and Councils STRAT community plan. Our Moto "Is the work we do Elder approved, Youth Sanctioned and Language based".

Key Responsibilities:

- **Program Development:** Implement program services that engage our youth, fostering their physical, mental, emotional, Cultural, hulkuminum Language proficiency and spiritual well-being.
- **Administration:** Manage budgets, write reports, and present to Chief & Council, Elders group, as well as funding bodies. This includes maintaining records of activities and outcomes.
- **Mentorship and Support:** Act as a mentor and guide for youth participants, providing support and resources to help them navigate personal and social challenges.
- **Collaboration:** Establish and maintain partnerships with local schools, organizations, and community groups to enhance program offerings and ensure accessibility.
- **Recruitment and Training:** Recruit, train, and supervise youth involved in the youth programs, ensuring they are equipped to support and mentor participants effectively.
- **Monitoring and Evaluation:** Assess the effectiveness of youth programs through feedback and data collection, making necessary adjustments to improve outcomes.



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- **Advocacy:** Advocate for the needs and interests of young people within the organization and the community, participating in discussions and forums related to youth issues.

Qualifications:

Education: A bachelor's degree in fields such as Education, Social Work, Child and Youth Care Degree, or a related area is often preferred. Will consider a candidate with lived experience and Diploma In Hulquminum, Under graduation degree in Language.

Experience: Previous experience working with youth in a community or educational setting is highly desirable.

Skills: Strong communication, leadership, and organizational skills are essential. The ability to engage and inspire young people is crucial for success in this role.

This role is vital in shaping the future of young individuals by providing them with opportunities for personal growth, skill development, and community engagement.