

# N'QUATQUA

762 N'Quatqua Main St.  
P.O. Box 88  
D'Arcy, BC V0N 1L0  
Phone: (604) 452-3221  
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May 6, 2026

**Contract Position (1 year; opportunity to extend) / Full-Time Position:**  
**Community Services Team Coordinator – Child and Youth**

Reports to: Band Administrator  
Department: N'Quatqua Community Services  
Job Description: Program Coordinator – Child and Youth

**Summary:**

The valuable position of Program Coordinator – Child and Youth is responsible for developing Child and Youth programming which includes providing community-based services to N'Quatqua children, youth, and families. The focus of the work is on prevention services aimed at the community as a whole. The Program Coordinator is responsible for overseeing the development, implementation, and evaluation of various services aimed at supporting the well-being and empowerment of our children and youth.

A community centered approach to prevention programming will include the ongoing promotion, public awareness and education of traditional child caring approaches, healthy families and child development. Activities will include those that enhance protective factors at a community-level and help to create the network that supports family retention and healing, cultural engagement, connection, and a sense of belonging.

The core function of this important role will be to build and implement a Child/Youth Program that aligns with the three tiers of prevention services, to work closely and collaboratively with other N'Quatqua departments and programs, and other community supports and stakeholders.

**Strategic Coordination and Leadership Responsibilities (year 1):**

- Work with and support contract roles and other departments; youth mentorship, Young Warriors, Education and summer employment programs, summer camps and events, etc.
- Will play a key role in community engagement and input into the overarching departmental framework.

- Will participate in informing Chief and Council and the consultant know the expanding needs and opportunities of the program, working together to bring on supports, plan activities and services, contractors and staffing recruitment, future postings, etc.
- Will work with Chief and Council (or designate) and the consultant to further develop the operational budget and plan and initiate program expenditures.
- Will provide updates and detailed progress reports to Chief and Council (or designate) and the consultant; notably a 6 month and 1 year report, inclusive of program evaluation, findings, and recommendations – with workplan outline for FY25/26.

**Key Responsibilities and other duties may include:**

1. Developing and leading culturally appropriate programs and activities that promote the physical, emotional, mental, and spiritual well-being of N'Quatqua youth.
2. Collaborating with community stakeholders, including Elders, youth, families, and other service providers, to ensure programs meet the needs of the community and are prevention focussed.
3. Providing guidance and support to program staff and volunteers, and fostering a positive and empowering environment for youth participants.
4. Monitoring program outcomes and evaluating effectiveness through data collection and analysis.
5. Advocating for the needs of Indigenous youth and their families within the organization and in the community.
6. Ensuring compliance with relevant policies, procedures, and funding requirements.
7. Contributing to the overall mission and goals of the department regarding child and family prevention services.
8. Home visits, develop support and safety plans and goals alongside families and individual youth.
9. Provide child development education, parenting skills, health services, and other needed resources to promote healthy family development.
10. Develop, deliver, and facilitate child/youth activities; working directly with children and youth in one-on-one and group settings.
11. Develop and deliver mentorship programing and opportunities (elder/adult/peer/youth-child).
12. Handle all information in a confidential and respectful manner.
13. Serve as a community liaison, network and maintain awareness of other supports and services available to strengthen the family.
14. Mobilize resources to provide essential supports and services to families.
15. Maintain ongoing documentation, reports, data and other records.
16. Manage workload based on priorities and maintain flexible work hours as needed.

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17. Maintain a positive and cooperative work environment and integrate activities with other initiatives in the workplace.
18. Perform other related duties as required.
19. Participate in continuing education and supervision opportunities to keep abreast of new knowledge, information, and skills for the performance of the position.
20. Develops and implements annual workplans for the program and associated staff and contractor roles.
21. Works collaboratively on budget review and implementation.

## Qualifications:

- Education: Degree or Diploma (Social Work, Child and Youth Care, Indigenous Studies, or equivalent).
- Must have a valid driver's license (Class 4 preferred), vehicle insurance, and a driver's abstract.
- Must pass a mandatory criminal record check.
- Computer literate with strong interpersonal and communication skills.
- Experience, comfort, and deep respect for culture.
- Previous work experience in social service leadership and program development and delivery role is an asset.
- Knowledge of relational principles, child development, family dynamics, parenting skills, addiction issues, trauma-informed care, mental health care and prevention.
- 2 to 3 years' experience working with children, youth and families.

Full-time, permanent position / One-year contract; there will be a 6-month probationary period with a review of outcomes and performance and potential to extend upon review.

Hourly wage \$33.00

Hours per week 30-35

*\*note that planned evenings and weekends may be required for programming and events*

Please submit resume and cover letter to [Chantel.Thevarge@nquatqua.ca](mailto:Chantel.Thevarge@nquatqua.ca)

Deadline: Open until filled