



Winnipeg,
Manitoba
R2G 1J6, Canada

204-881-5591
Waterwayscanada.com

Program Leader/ Program Assistant

Multiple positions to be filled

Applications close May 19, 2024 Full-time at 40 hours per week

Hourly Rate:

Program Leader: \$25.00 - \$28

Program Assistant: \$19.65 - \$24

This is a 3-month contract position beginning in June 2024 and ending in August 2024 (possibility for an earlier start date and later end date)

About us:

Waterways Recreation is a youth-focused, Indigenous-led non-profit organization who partners with Indigenous communities, agencies, and partners to deliver canoe programs, which promote wellness and culturally relevant recreation to Indigenous youth across Manitoba.

Our Mission is to support community wellness by using canoeing and outdoor recreation to connect Indigenous youth to cultural skills and identities.

Our Vision is improved health and wellness for Indigenous youth. For them to be empowered and connected to their identity, culture, language and land.

Our Values at Waterways include: creating long-term programs which have long-term benefits, fostering strong relationships, supporting the safety and development of Indigenous youth through an emphasis on physical, emotional, mental and spiritual wellness, centering Indigenous language, culture and communities, and mentoring the next generation of leaders.

Role Description

Programming Leaders/Assistants will work as a team to develop and run canoe programming, focusing on the well-being and culture of Indigenous youth in Indigenous communities and urban areas. In most cases, this will require travel and overnight stints in Indigenous communities, returning home on weekends.

Programs are typically organized as day camps for Indigenous youth, but camp activities can vary from week to week depending on the community's priorities, participants, weather, and the particular talents of Program Leaders and Assistants. Successful candidates will have a demonstrated ability to adapt to change, solve problems, and work well with others. Training will be provided to ensure all staff have the required safety and canoeing certifications, as well as

knowledge of working with Indigenous communities and teaching land and water-based activities to Indigenous youth.

Programmers will also be responsible for recording participant data and submitting it to the systems administrator on a regular basis. There will be opportunities to facilitate community consultation regarding programs.

Program Leaders and assistants report to the Program Director

Program Assistant

Program Assistants work with their Program Leaders, other staff, and stakeholders to create safe, positive, and culturally relevant outdoor experiences for all participants. They assist their Program Leader in the planning and delivery of programs, including leading activities, helping collect and distribute forms, and more.

Program Leaders:

Program Leaders are ultimately responsible for the success and safety of programs. They collaborate with other staff and stakeholders to create safe, positive, and culturally relevant outdoor experiences for all participants.

Joint Responsibilities:

- Ensure the safety of all participants
- Plan and run canoe programming
- Maintain float plans and emergency response plans for all programs
- Record program data
- Collect image release forms from participants
- Work respectfully and cooperatively with program Assistants/Leaders, participants, community members and stakeholders
- Properly maintain and store equipment

Programming Leader Responsibilities:

- Facilitate community consultations and plan programs in partnership with community contacts
- Create float plans and emergency response plans for all programs
- Record program data and submit it in a timely manner
- Collect image release forms from participants and submit them to the communications coordinator

Joint Requirements:

- Strong interpersonal and communication skills
- The ability to lift 50lb, and work outdoors all day in all safe weather conditions is required



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- Demonstrated ability to solve problems and adapt to change
- Experience working with Indigenous youth is a strong asset
- Knowledge of Indigenous cultures, languages, and customs is an asset
- Previous canoeing experience is an asset
- Knowledge or skills in plant identification, art, or other land-based/traditional activities is an asset
- Maintaining a valid driver's license and access to a reliable vehicle is an asset
- Successful applicants subject to clear vulnerable sector and child abuse registry check
- Must complete Waterways training

Programming Leader Requirements:

- Previous leadership, management, or coordinating experience

As an Indigenous-led organization, we prioritize hiring Indigenous applicants. Indigenous applicants are encouraged to identify as such on their cover letter.

In your cover letter, please identify your preferred position (Leader or Assistant) and indicate whether you can travel, have a valid driver's license, and have access to a reliable vehicle.

Forward your cover letter and resume by May 19, 2024, to:
HR Committee
Info@waterwayscanada.com