



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Position: Guardian Coordinator (fulltime with averaging agreement)

Location: West Coast Trail and Anacla Government Office

Start Date: March 2024

Hourly: \$21-30 / hour

Authority Relationship: Lands and Natural Resources Associate

Application Requirements: Cover letter & Resume

Function and Job Summary: The Guardian Coordinator provides day-to-day support to the Huu-ay-aht Guardian crews, who work long days performing various tasks including trail maintenance, visitor services, safety, and cultural interpretation. The Guardian Coordinator is an ambassador who promotes Huu-ay-aht values within the team and provides a critical link between the crew and the broader organization.

The guardians of our Nation are responsible for the protection and security of our people, lands, and resources. They maintain this position on behalf of the Hāwiih and the Nation. Huu-ay-aht Guardians steward the West Coast Trail from Tsusiat Falls to Pachena Bay and other parts of the Huu-ay-aht Hāhuuli.

Key Accountabilities:

The Guardian Coordinator is accountable for:

- Coordinate the day-to-day operations of the Guardian program in consultation with the Lands and Resources Associate.
- Being an ambassador for Huu-ay-aht while maintaining safe and welcoming conditions in the West Coast Trail Unit of the Pacific Rim National Park Reserve in HFN Hāhuuli
- Maintaining a cohesive team through a demanding field season
- Ensuring tools, materials, and supplies are readily available for crews and all program assets (tools, boats, vehicles, remote cabin, etc.) remain in good working order.
- Reporting on Guardian progress through formal reports to management, and informal reports to Huu-ay-aht Citizens through the newsletter and social media.
- Follow safety protocols and set clear expectations of the team to maintain a safe working environment
- Ensure compliance with HFN legislation and human resources policies and WorkSafeBC

Job Duties:

- *Taking an enhanced leadership role for the Guardian Crew including:*
 - Providing crew oversight, organizing schedules, and coordinating logistics
 - Ensuring all reports are being completed and submitted as required.

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Supporting skills development of new crew members, through organizing formal training and on-the-job mentorship from yourself and other experienced guardians
 - Participating in the recruitment of Guardians and providing performance feedback as needed
 - Contribute to recreation site and environmental monitoring elsewhere in Huu-ay-aht territory
 - Program administration, including time/pay sheets, purchasing, and financial reporting.
 - Playing a leadership role in ensuring Guardians' and leadership's interests, concerns, and priorities are addressed.
 - Encourage a positive and supportive working environment and a team approach to completion of tasks
- *Actively participating alongside Guardian Crew members in their work to provide:*
 - *Visitor Services:* Advising hikers, Huu-ay-aht Government, and Parks Canada personnel of any public safety concerns; sharing relevant local information and facilitating cultural engagement opportunities
 - *Campground and Trail Maintenance:* Assess, brush and clear trails and repair/maintain visitor infrastructure to ensure public safety
 - *Prevention and Safety:* Maintaining an awareness of trail conditions, visitor use, public safety hazards, and initiating immediate action on any concerns related to public safety
 - *Wildlife Monitoring and Reporting:* Collecting and communicating sightings or evidence of terrestrial wildlife and marine mammals sighted while working
 - *Communication and shift Check-in/Check-out:* Following check-in procedures required by Huu-ay-aht and Parks Canada using tools provided (e.g., Radio, InReach etc); Reporting using prescribed methods (ex tablet)

Operational Requirements:

- Proficient with computer technology Microsoft applications (Word, Excel, Outlook) and using handheld digital devices (tablet/smartphone) for data collection and communication.
- Exceptional communication skills and ability to clearly and professionally articulate both verbal and written information
- Ability to promote a performance-focused environment in alignment with our values, culture and strategic goals
- Safely use hand and power tools, including chainsaw and small marine vessels
- Work and camp outdoors in wet weather, regularly hiking with a loaded pack & gear
- Travel, including overnight and or weekends

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- Willingness and ability to work overtime, including evenings and weekends
- Successful background checks, including employment verification and reference checks

Education and Experience Requirements:

- Experience supervising staff
- Genuine care for Huu-ay-aht's lands, resources and citizens
- Chainsaw certification and 40-hour first aid certification (can be organized upon hiring)
- Valid Class 5 driver's license
- Strong customer service orientation
- High level of integrity, confidentiality, and accountability, strong work ethic and positive team attitude.

Preferred Qualifications – preference may be given to applicants who have or are willing to obtain:

- A degree, diploma, or equivalent experience in ecotourism, forestry, adventure guiding, resource management officer training, or related is an asset.
- Swiftwater Rescue Certification, Small Vessel Operator Proficiency, Radio Operator, Marine Emergency Duties and Marine Basic First Aid Certificates.
- Experience in natural resource management, marine monitoring, or related roles.
- Experience in cultural, maintenance, camping, and/or safety related activities.
- Experience in preparing communication materials for newsletters and social media.
- Experience collecting and summarizing environmental data

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222 or mail Att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, BC, V9Y 6N4. Please quote **Guardian Coordinator Posting**. Closing date for this position is **February 16, 2024**, at **4:00 pm**.



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Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

Huu-ay-aht First Nations Values

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other

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