



huu ay aht

ANCIENT SPIRIT, MODERN MIND

## EMPLOYMENT OPPORTUNITY

**Part Time Positions:** Youth Program Administrator

**Location:** Anacla Government Office & Soaring Eagles

**Scope:** 2 positions, 25 - 30 hours per week

**Salary Range:** \$25 - \$30 per hour

**Authority Relationship:** Child & Family Wellness Director

**Position Summary:** Work duties will include part-time tutoring and supporting students with their homework, along with part-time recreation activities. Work times will vary as the students are in school during normal working hours. Weekends and nighttime activities occasionally

### Key Accountabilities:

- Supporting the Social Services Manager in designing, implementing, and sustaining the Huu-ay-aht First Nations (HFN) Youth Programs (ages 5-18).
- Research, develop, implement, and evaluate programs for youth and provide appropriate mentorship and guidance to HFN Youth.
- Supervise everyday activities.
- Maintain confidentiality and neutrality at all times.

### Job Duties:

- Consult with HFN youth to determine their needs and interests
- Support youth with schoolwork and tutoring daily, through the After-School Program
- Design and implement and supervise youth activities such as sports activities, field trips recreational activities with other First Nations ex: Tlu-piich games, summer campouts
- Follow the HFN organizational vision, mission, and values
- Work with HFN cultural department to connect youth to culture and HFN values
- Work with the staff at BCS/ BCSA for updates on students' needs and school/work field trips

### Operational Requirements:

- Valid class 5 driver's licence.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background check, including employment verification, reference checks, and education/credential verification.

### Qualifications for position:

- Demonstrated ability and experience in upholding the HFN Organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support*



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- Graduated Grade 12 or equivalent.
- Experience working with Microsoft programs such as, Outlook, Teams, Excel and Word.
- Experience working with children and youth in a First Nations setting particularly youth engagement, and excellent organizational and facilitation skills.
- Willingness to take training or education.
- Required awareness of First Nation's culture and protocol
- First Aid Certification

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](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail attention: Human Resource, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Youth Program Administrator Job Posting. The closing date for this position is March 7, 2025, at 4:00 pm.