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ANCIENT SPIRIT, MODERN MIND

EMPLOYMENT OPPORTUNITY

Position: Youth Program Administrator

Location: Anacla Government Offices

Salary Range: based on education and experience

Authority Relationship: Social Services Manager

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

Key Accountabilities:

- Supporting the Social Services Manager in designing, implementing, and sustaining the HFN Youth Programs (ages 5-18).
- Research, develop, implement, and evaluate programs for youth and to 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: Tluu-piich games.
- Follow the HFN organizational vision, mission, and values
- Work with HFN cultural department to connect youth to culture and HFN values
- Work closely with our Education Worker at BCS for updates on students' needs and school field work/ 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*
- Graduated Grade 12 or equivalent.



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- 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.
- Required awareness of First Nation's culture and protocol

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 attention: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Youth Program Administrator Job Posting. Closing date for this position is October 21, 2020 at 4:00 pm.