



huu ayah̓t

ANCIENT SPIRIT, MODERN MIND

Position: Part-Time Youth Program Administrators – **2 Part-Time Positions**

Location: Anacla Government Offices

Salary Range: based on education and experience

Authority Relationship: Social Services Manager

Position Summary: These positions will be part time and divided into 2 age groups. Both positions will include tutoring and supporting students with their homework, along with 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 5-10**) or (**ages 11-17**)
- Research, develop, implement, and evaluate programs for youth and to provide appropriate mentorship and guidance to HFN Youth.
- Supervise everyday activities.
- Always maintain confidentiality and neutrality.

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 / children's activities such as sports activities, field trips recreational activities.
- Follow the HFN organizational vision, mission, and values.
- Work with HFN cultural department to connect youth/ children 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.

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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- 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. Please include which age group preference to work with. **Closing date for this position is November 10, 2023, 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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