



# SQ'EWQÉYL FIRST NATION

[www.skowkalefn.com](http://www.skowkalefn.com)

The S.A.Y. Lands Office manages lands on behalf of Skowkale, Aitchelitz and Yakweakwioose First Nations, the three communities have joined hands to build The'í:tselíya (Health & Administration Building) and require the assistance of a Generalist to assist with the many components we will face with moving into the new building this fall.

## In-person Tutor

**PART TIME** – Temporary to December 31, 2022

**(No tutoring in July or August)**

**Salary: From \$20.00 per hour**

We are currently looking for an In-person Tutor position to assist with COVID-related learning loss for students who live on-reserve and normally attend public and off-reserve independent schools. This role is to support students with their specific needs and conduct group and one-on-one sessions. In addition, the tutor will develop learning material and individualized learning plans for each student. This role will also provide regular program progress and updates to the Community Service Program Manager.

### Responsibilities and Duties:

- Organize and plan lessons for the tutoring session to ensure students receive optimal attention
- Utilize a variety of effective tutoring techniques to help students understand key concepts and the scope of assignments
- Identify each student's needs and create an individual plan for each
- Provide updates on the progress of students and the program
- Deliver content for students in group and individual sessions
- Provide regular progress reporting and updates for the manager and funders, including government agencies, as required

### Knowledge, Skills, and Abilities

- Excellent English verbal and written ability is required, and exceptional listening skills.
- Strong written and verbal communication skills
- Empathetic and patient with students
- Capability to be adaptable and create a positive and encouraging learning environment
- Excellent interpersonal skills and ability to work with a variety of people from different backgrounds
- Ability to maintain confidentiality and privacy of information
- Intermediate proficiency with computers and Microsoft Office, including Word, Excel, and Outlook
- The ability to cover a wide range of subjects
- The flexibility to work with students of various ages in the day and evenings

### Training, Education, Certification, and Experience

- University degree in Education and Teacher credentials is preferred and at least one year of teaching experience; or a minimum of a college diploma with at least five years of tutoring experience
- Experience working with children in educational support is an asset.
- Experience/Education in Halqemeylem
- An Indigenous person is preferred but not required.
- Valid B.C. Class 5 Driver's license
- Satisfactory Criminal Record and Vulnerable Sector Check

### Working Conditions

- Working in a shared office space and member homes
- Interacting with community members in a group and one-on-one sessions
- Travel into the community to meet and support students

COVID-19 considerations:

mandatory vaccination, masking, and social distancing

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### HOW TO APPLY

Applicants should send a resume and cover letter with three (3) references identified outlining how they meet the specific requirements of the position to [manager@skowkalefn.com](mailto:manager@skowkalefn.com), position open until filled. (Please include position title in the subject line)

*While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of First Nations ancestry and have knowledge of local First Nations traditional customs and practices.*