

Employment Opportunity



Skowkale First Nation

Position Title: Program Assistant
Position Location: Chilliwack, BC
Salary: \$17.30 - \$21.92
Work Term: Term Position (12 Weeks Long)

Position Overview: The Program Assistant will play a vital role in providing a caring, safe, and nurturing environment for children of various ages, supporting both the Early Childhood Education program and the Recreation Program. This position involves engaging children in developmentally appropriate activities, ensuring their well-being, and maintaining a positive and enriching atmosphere. This is a summer position with a temporary position with a start date for June 3, 2024, and end on August 23, 2024.

Responsibilities and Duties:

Supporting ECE Program

- Assist in planning and implementing developmentally appropriate activities for children.
- Create a nurturing and inclusive environment that fosters the physical, social, emotional, and cognitive development of each child.
- Collaborate with ECE teachers to assess the needs and progress of individual children.
- Maintain a clean and organized classroom environment.
- Supervise children during indoor and outdoor playtime, meals, and rest periods.
- Ensure adherence to health and safety protocols at all times.

Supporting Recreation Program

- Assist in planning and organizing recreational activities for children.
- Engage children in sports, games, arts and crafts, and other recreational activities.
- Promote teamwork, sportsmanship, and positive social interactions among children.
- Ensure that all recreational activities are safe and age-appropriate.
- Supervise children during recreational activities to ensure their safety and well-being.
- Encourage children to participate in a variety of activities to promote physical fitness and healthy lifestyles.
- Other duties or responsibilities as assigned by your supervisor, Manager, Director

Knowledge, Skills, and Abilities

- Experience working with Indigenous communities and children is preferred.
- Excellent organizational, communication, and interpersonal skills.
- Knowledge, respect and understanding of Stó:lō culture, traditions and language is considered an asset.
- Ability to lead and facilitate group activities.
- Ability to manage a group of school age children.
- Ability to work collaboratively with others.
- Strong problem-solving skills and ability to work independently and as part of a team.
- Strong work ethic and attention to detail.
- Ability to work independently and as part of a team.

Training, Education, Certification, and Experience

- **Must have attended school full time in 2023/2024 school year.**
- **Must be returning to post secondary school full time in September 2024**
- **Must have valid SIN number.**
- **Must be Indigenous.**
- A high school diploma or equivalent is required.
- Experience working with communities and school-aged children is preferred.
- First Aide Certification is an asset.
- Satisfactory Criminal Records check

Working Conditions:

- Indoor and outdoor activities with children expected.
- Multi-tasking can be expected.
- Engagement may be demanding or stressful.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of Indigenous ancestry **s16(1) CHRA** and have knowledge of local First Nations traditional customs and practices.

HOW TO APPLY

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to careers@jouta.com. Position open until filled.