



## ʔakisq̓nuk First Nation

3050 Hwy 93/95 Windermere, B.C. V0B 2L2

Office: 250.342.6301 Fax: 250.342.9693

[www.akisq̓nuk.org](http://www.akisq̓nuk.org)

THE LAND OF THE TWO LAKES

### **Education and Workforce Development Facilitator (part-time, 21 hours/week)**

ʔakisq̓nuk First Nation is looking for a talented individual to join our team as an **Education and Workforce Development Facilitator**. Reporting to the Education and Workforce Development Coordinator, this role will facilitate and deliver a variety of programs throughout the academic year and summer, including after-school clubs, workshops, and cultural enrichment activities. This position will assist with frontline work in the education department such as attending meetings, supporting students with tasks such as resume building or support with applications.

ʔakisq̓nuk First Nation ("ʔAFN") is a member Community of the Ktunaxa Nation. ʔAFN exists for the Community. Externally, we are here to serve the Community, and internally, we are our own Community, comprised of different departments unified by our Vision, Mission, and Values. As a team, through our own roles and departments, the ʔAFN Organization works together to achieve our strategic plan "Our Thinking" and continue to progress and move our community forward.

**Job Type: This role is part-time, working a set schedule of 21 hours per week and is eligible for Group Health/Dental Benefits.**

#### **Primary responsibilities include:**

- Design and implement weekly lesson plans using universal design methodology, ensuring activities facilitate growth in areas such as movement, physical literacy, and outdoor play.
- Prepare materials and resources for sessions, special events, and projects, collaborating with colleagues to achieve desired outcomes.
- Facilitate engaging indoor and outdoor activities to keep children active, using trauma-informed care approaches to adapt programming to the children's needs and interests.
- Create and maintain positive, professional relationships with children, fostering an environment that encourages their social, emotional, and intellectual development.
- Employ varied teaching techniques to accommodate different learning styles, set appropriate behavior expectations, and guide positive behavior.
- Ensure the safety and well-being of all participants, providing leadership and life skills support.
- Maintain regular communication with families and collaborate with school staff to align after-school activities with educational goals.
- Evaluate program effectiveness based on participant feedback and adjust programming as necessary.
- Manage program documentation and records, monitor expenses to adhere to budget, and produce regular program reports.
- Participate in ongoing professional development and share knowledge with colleagues to enhance the educational environment.



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- Other duties as required.

### Qualifications:

- Post secondary education in Community Recreations, Child and Youth Care and Early Education, or Child and Family Studies (or equivalent experience)
- Two to four years of progressive experience in working with the youth and educational programs
- Experience working with First Nations/Aboriginal/Indigenous communities
- Knowledge of language, history and culture of the ʔakisq̓nuq band
- Knowledge of educational policies and procedures for K-12, post-secondary and others, an asset
- Strong communication skills, both written and verbal
- Excellent attention to detail

### What we offer:

- Hourly pay (\$22 to \$25 per hour depending on experience, plus 4% vacation pay on earnings)
- Discretionary office closure between Christmas Day and New Year's Day, as determined by the Council each year
- Employer-paid Group Benefits which includes Life Insurance, Health and Dental benefits, Employee and Family Assistance Program, Short- and Long-Term Disability, available after 3 months of service
- Matched RRSP program with employer matching up to 5.5% of the employee's salary, available after 4 months of service
- Live and work in the most beautiful place in British Columbia

To apply for this job, email your resume to [hr@akisqnuq.org](mailto:hr@akisqnuq.org)

*Akisqnuq supports a diverse and inclusive work environment and welcomes applications from all qualified applicants. You must be legally entitled to work in Canada. We thank all applicants, however only those selected for an interview will be contacted.*