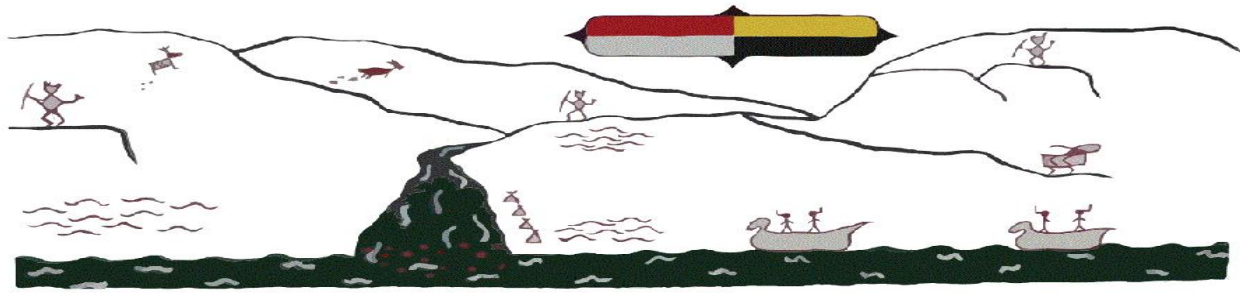


Kanaka Bar Indian Band



Job Description

A Great opportunity for a qualified individual to join Kanaka Bar Indian Band and take your career to new heights with a dynamic and progressive First Nations government.

Title: Child and Youth Activities Assistant

Reports to CEO Programs & Services

Summary

The Kanaka Bar Indian Band is looking for a **Child and Youth Activities Assistant**. This is an 8-week summer position starting on July 8th ending August 30th, 2019. This job may create an opportunity to pursue a career in child development, counselling and education. The Child and Youth Activities Assistant will create meaningful summer activities for children and youth that are fun, educational and safe. For more information on our community please visit: <http://www.kanakabarband.ca/>

The Child and Youth Activities Assistant's role will include but not be limited to:

- Planning activities for children, which may include reading, sports, arts and crafts and other recreational pursuits
- Creating and maintaining an activities calendar
- Assist with event planning and implementation
- Handling logistics for use of using facilities like swimming pools, park facilities, museums etc.
- Making sure that the children are safe and well-behaved during activities
- Modeling appropriate behavior for children and youth, how to treat people with kindness, respect and playing fair
- Gathering necessary paperwork and filing it appropriately

Requirements

- Must be between 15 and 30 years at start date
- Computer literate, including effective working skills of MS Word, Excel, PowerPoint, e-mail and Adobe Products
- Interest in working with children and youth
- Able to work independently when required

2693 Siwash Rd., PO Box 610, Lytton, BC, V0K 1Z0 Phone: 250 455 2200 Fax 250 455 2201
Health Department Phone : 250 455 0284 Fax 250 455 2357

- Have good written and communication skills
- Have strong organization and planning skills
- Problem solving ability
- Able to function well in a team
- No prior criminal record
- Valid Driver's license

Working conditions

- Interacts with residents, staff, visitors, government agencies/personnel under all circumstances
- Some travel may be required
- Full Time Monday- Friday 8am-4pm

All interested applicants should submit a cover letter and a resume to **ceoblue@kanakabarband.ca** by **4 p.m. on Friday, June 21st, 2019**. We appreciate all applications however; only short-listed applicants will be contacted to participate in the interview process. Start date is **July 8th, 2019**.