

Kanaka Bar Indian Band



Job Posting – Recycling Champion Part time Position 18 Hours A Week

Job Summary:

Kanaka Bar Indian Band is seeking an enthusiastic individual to take part in the Recycling program Initiative. If you are an individual with a passion with making a difference, who enjoys engaging the public, and has the drive and determination to help build a successful program, we want to hear from you.

Training will be provided.

Duties include and are not limited to:

Maintain and facilitate a high level of administrative and serve delivery to the Recycling Program, responsibilities:

- Operation of KBIB recycling storage shelter incorporating community need; including organization, cleaning, and maintenance of the facility
- Greeting the public in a friendly and professional manner, assisting with sorting of recyclable goods, documenting, and responding to public enquires/concerns
- Maintain records and billing activities
- Schedule transport of material
- Prepare and schedule community meetings (prep, notes, minutes, agenda, etc.)
- Monthly reporting to direct Supervisor, and work together to determine expenditures in keeping with the budget (tracking receipts and PO's)
- Work on designing a program in conjunction with KBIB to enhance relationships within the community and/or other organizations; to include all age groups
- Establish and maintain effective communication and liaise with other departments/programs
- Annual cleanups
- Possible joint Earth Day projects within the community
- Other duties as may be required by direct supervisor



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Opening Date:
Closing Date:

Qualifications:

The successful candidate will possess a grade 12 high school diploma or equivalent. Class 5 driver's license. May have to operate a skid steer/tractor. Some knowledge or experience with recycling programs is considered an asset. The ideal candidate must possess strong customer service skills and be able to maintain a cheerful and helpful attitude under busy and challenging circumstances. Effective oral communication skills are needed for this job, as are strong interpersonal and organizational skills. The position will require a good level of physical fitness, agility, strength, and the ability to use basic hand tools. The nature of the facility and job is such that the successful applicant must have the ability and willingness to stand and walk throughout the day, as well as work in inclement weather.

Rate of pay will be commensurate with experience. This is a part-time position (4 half-days or 18 hours per week), subject to the operational needs to the department. Should operations circumstances require expansion, the organization may request additional hours of work. The hours of work will be discussed before and during the interview process, as the Band requires some hours during the weekend and some hours during the week.

An application letter with completed resume of experience, qualifications and references will be accepted until filled, quoting Recycling Champion to:

Jordan Spinks, Resiliency Coordinator
Kanaka Bar Indian Band
2693 Siwash Rd.
PO Box 610
Lytton BC V0K 1Z0
Email: resiliencycenter@kanakabarband.ca
Fax: 250-455-2201
Opening date:
Closing date: Until filled

Please not that, due to the funding arrangement with Indigenous Services Canada (ISC), applications for this position will be shared, in confidence, with ASC

**Thank you for your interest in this position. No phone calls please, only those under consideration will be contacted for an interview.*