



## **Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations Government**

### **AFTER SCHOOL PROGRAM FACILITATOR (ASPF)**

The Houspitass School's Out Program (HSOP) provides a safe, enriching, and culturally relevant after-school environment for Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations (KCFN) children. The program supports academic success, encourages cultural learning, and promotes healthy social development through recreational and land-based activities. HSOP operates Monday to Friday from 3:00 pm to 5:00 pm during the school year, including Pro-D Days, Winter Break, and Spring Break (not operating during summer).

The After School Program Facilitator (ASPF) works 4 hours per day, Monday to Friday. This includes 2 hours to lead the Houspitass School's Out Program and 2 hours for planning, set up, and related responsibilities. The ASPF plans and delivers engaging cultural, recreational, and land-based activities, provides homework support, and keeps accurate attendance records. They create a welcoming and supportive environment, encourage participation from Elders and youth, and help coordinate special events, field trips, and feedback activities in collaboration with program leadership.

#### **DUTIES & RESPONSIBILITIES**

The duties & responsibilities of ASPFs include (but are not limited to):

- Plan, organize, and facilitate engaging after-school programming for children, including weekly language learning, bi-monthly drumming and singing, after school homework support, cultural and recreational activities, land-based learning, and field trips in collaboration with local partners
- Attend virtual meetings with program funders, and collect and integrate participant feedback through surveys, brainstorming sessions, and creative reflections to improve programming
- Track daily attendance, document key moments, and prepare weekly recaps highlighting program achievements and participant growth
- Foster mentorship opportunities by inviting Elders, older youth, and community leaders to participate, supporting a strong sense of community and cultural connection
- Create and maintain a safe, inclusive, and engaging environment that encourages learning, creativity, and personal growth for all children

#### **EDUCATION & EXPERIENCE**

- Grade 12 diploma
- Office 365, Google docs and Adobe
- Experience working with children in educational, cultural, or community-based settings – *Strong asset*

- Experience working with First Nation organizations – *Strong asset*
- An understanding of Nuuchahnulth culture/language/protocols/customs – *Strong asset*
- Experience working in remote locations
- Background in early childhood education, recreation, or social services – *Asset*
- Experience facilitating group activities and collaborating with Elders or cultural mentors is beneficial

## OTHER

- Available Monday through Friday from 3:00 PM to 5:00 PM, including school closure days
- Willingness to travel for training, meetings, and client support — including by boat, plane, and on remote logging roads
- Completion of, or willingness to complete, WHMIS, first aid, and violence & harassment prevention training
- Adherence to all KCFN, federal, and provincial laws, legislation, policies, protocols, and procedures
- Compliance with provincial and federal occupational health and safety regulations relevant to KCFN
- Ability to provide an acceptable enhanced Police Information Check (formerly enhanced RCMP criminal record check) - *Required*

**DATE POSTED:** TBD

**START DATE:** ASAP

**STATUS:** P/T & Term Position

**CLOSING DATE & TIME:** Open until filled

**WAGE:** \$21.00 per hour

**BASED OUT OF:** Kyuquot/Houpsitas, BC

**TO APPLY:** E-mail cover letter & resume to: *Madelyn Mason, HR Generalist*, at [madelynm@kcfirstnations.com](mailto:madelynm@kcfirstnations.com) citing “**ASPF**” in the subject heading of your e-mail.

***In accordance with the Canadian Human Rights Act, preference may be given to Indigenous applicants.***

***We thank all those who apply, however only those shortlisted will be contacted for interviews.***