



Songhees Nation Job Posting

Term (Sept-June) full-time position

JOB TITLE:	Shoreline Student Facilitator/ k ^w amk ^w am é?əŋ (KKE) Assistant		
Reports to:	k ^w amk ^w am é?əŋ Coordinator	Salary Scale:	\$22.00/hr.
Department:	Education	Deadline:	October 21, 2022

POSITION SUMMARY:

Under the direction of the k^wamk^wam é?əŋ coordinator, the Shoreline Facilitator will support the Songhees Nation students at Shoreline School in the mornings in the aspect of mentoring, guidance and tutoring. In the afternoon the position will shift to the k^wamk^wam é?əŋ (KKE) Assistant, will provide the k^wamk^wam é?əŋ (KKE) Program Coordinator support with the operations of k^wamk^wam é?əŋ Homework Club.

KEY RESPONSIBILITIES:

- Support Shoreline students with coaching, support emotionally as well as academically, and provide mentorship and tutoring.
- Encourage middle school students to stay in class and provide them with tools and assistance to stay in class and to be successful.
- Assist the Shoreline students with locating resources needed to be successful in school.
- Assist Grade K-8 students after school with their homework and supplemental learning.
- Purchase groceries for the snack program as well as, prepare and serve daily snack for the students.
- Set up and take down bulletin boards and displays as well as Assist with organizing educational and community events.
- Daily preparation of activities and crafts as well as Daily set up and clean up of homework club space including various other tasks related to operating the after-school program as needed.
- Other duties as assigned.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- High School Graduate, or equivalent, min 2 years experience in related field an asset.
- Experience working with children of all ages and enjoys working with children and a fast-paced environment.
- Experience working in an Indigenous Community an asset.
- Flexible, patient and kind as well as understanding of healthy boundaries.
- Competent in reading, writing, Math as well as Creative, organized, reliable.
- Able to work independently as well as part of a team.
- Understand confidentiality and is Professional and diplomatic.
- Experience in being accountable for money and purchases.
- Must undergo a Criminal Record Check

Only candidates selected for an interview will be contacted.

Songhees Nation is committed to increasing the number of members working for the Nation. Hiring preference will be given to qualified candidates who are Songhees Nation members.

If you are excited by this opportunity and want to be a part of Songhees Nation's team, please apply online by emailing your cover letter and resume to:

Felicity Peters, Human Resource Manager

Songhees Nation Phone 250-386-1043 ext.114 Email: Felicity.peters@songheesnation.com