

Job Description

Title *Site Supervisor and Language Coordinator*

Reports To *Community Economic Development Coordinator*

Job Summary

The Site Supervisor and Language Coordinator will work at Xatsūll Heritage Village with a team of Elders and Youth under the direction of the Community Economic Development Coordinator.

Duties and Responsibilities

- a. Oversee operations and actively engage in all duties at Xatsūll Heritage Village
- b. Supervise all staff and contractors at Xatsūll Heritage Village
 - i. Create bi-weekly schedules for staff
 - ii. Submit timesheets for all Xatsūll Heritage Village staff to the Band Office
- c. Oversee opening and/ or closing of the site
- d. Sharing the rich History and Culture of Xatsūll with Tourists from around the world
- e. Manage bookings of all activities at Xatsūll Heritage Village
- f. Prepare and teach a weekly Secwepemc Language class
- g. Ensuring Caterers are booked and notified, arranging meals and if needed assist with preparing meals
- h. Assist in on-site preparation components as needed for tour groups, gatherings and other events
- i. Purchase all necessary supplies on a bi-weekly basis or as needed
- j. Assist in managing day to day financial needs of the Heritage Village
 - i. Taking payments and producing receipts
 - ii. Requesting invoices for groups from the finance department
 - iii. Submit cash and receipts to the Band Office bi-weekly or more as needed
 - iv. Submit cheque reqs for caterers and contractors to the Band Office as needed
- k. Work with Events Project Coordinator to appropriately schedule cultural events and activities as well as language classes
- l. General site maintenance, which includes:
 - i. Having supplies in place
 - ii. Having fire wood and sweat wood on site
 - iii. Maintaining lawns (mowing and watering)
 - iv. Ensuring the high standards of clean washrooms and showers
 - v. Maintaining a well organized, clean and inviting office area
- m. Other related tasks

Qualifications and Experience

- Previous experience, job related training and certificates can be an asset
- Secwepemc Language skills: verbal, written & ability to teach

Competencies:

The Site Supervisor and Language Coordinator should demonstrate competence in some or all of the following:

- Quality – sets and attains quality standards that meet or exceed requirements
- Planning & Organizing – plans and organizes time effectively to meet goals and timetables visualizing needs for the future
- Accountability – holds self accountable for achieving goals and personal development; delivers on commitments

- Communicating information – creates an environment where open, honest communication is valued and develops strong, cooperative relationships; presents oral and written information clearly
- Adaptability – accepts change and implements change after gaining full understanding of all factors impacting the decision

Skills and Abilities:

- Exceptional communication skills
- Ability to work well with people
- Friendly and welcoming towards visitors
- Willingness to work with people of all ages and backgrounds
- Being open to and supportive of the thoughts, opinions and contributions of others in a group
- Enthusiasm
- Responsibility and good work ethic
- Organizational skills
- Patience
- Ability to work alone or in a group setting
- Ability to self-regulate, meet deadlines, have attention to detail
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

Working Conditions

- Temporary position, 7 hours per day, 35 hours per week
- Weekend and evening shifts required
- Hours of operation of Xatsúll Heritage Village are from 9am to 10pm. Depending on Tourist needs and bookings, the Site Supervisor and Language Coordinator will work 7 Hours per day and the schedules will be developed on a bi-weekly basis, to ensure coverage at the Xatsúll Heritage Village
- Outdoor environment with office components: services are provided to best accommodate visitors and exceed their expectations
- Some travel required
- Receives moderate supervision with less frequent direction and review of the work performed

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check
- May be required to obtain and maintain a valid BC Driver's Licence

Directly Supervises

- Tour Guide
- Tour Guide Assistants (Summer Students)

Term of Employment

This is a temporary position, from May 15 to October 20, 2017, unless otherwise negotiated in writing with the Band Administrator.

Please submit your application to:

Miriam Schilling, Community Economic Development Coordinator
 Soda Creek Indian Band
 3405 Mountain House Road Williams Lake, BC V2G 5L5
 (250) 989-2323 ext 132 FAX (250) 989-2300 m.schilling@xatsull.com

Application Deadline: April 28, 2017. 4:00 PM

Applications will be accepted by email, hand delivery, fax, or by post.