



Soda Creek Indian Band After School Program Assistant
(Temporary – Tuesdays & Thursdays – Sept. 2017-Mar. 2018)

Soda Creek Indian Band, Education Department is seeking applications for an After School Program Assistant. The successful applicant will be available three hours per day, Tuesdays & Thursdays from 3:30pm – 6:30pm, Pro-D Days and Spring & Fall Breaks and possess the following:

Qualifications

- Grade Twelve Graduate or Equivalent
- Food Safe & Level 1 First Aid Certification
- Valid Class 5 Drivers License
- Criminal Record Check within last 6 months

Skills

Solid background in working with elementary and secondary children;
Excellent interpersonal skills;
Knowledge of computer software, including: Word, PowerPoint, Excel;
Skilled at performing multiple tasks simultaneously;
Awareness of Secwepemc culture, language and history;
Ability to serve as liaison with students, parents and community;
Experience Coordinating Student Activities and Workshops;
Ability to plan and prepare healthy snacks and meals; and,
Strong Communication Skills (Written and Verbal).

Qualified individuals are invited to apply no later than 12 pm – September 18th, 2017

Please forward up-to-date resume, cover letter, including three references, as well as, drivers' abstract and criminal record check to:

Cheryl Chapman, Education Coordinator

Email: education@xatsull.com

Phone (250)989-2323 ext. 104

Fax (250)989 - 2300

Only those selected for an interview will be contacted.
Anticipatory Staffing: This position may be extended to June 30, 2018, depending on funding.