



Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Totino, BC V0R 2Z0

P: 250.725.3350 F:250.725.3352

Summer Student Worker

Job Title:	Summer Student Worker	Job Category:	Seasonal
Department/Group:	Education	Department #:	300
Location:	Opitsaht/Esowista/Tyhistanis	Rate of pay:	\$
Reports To:	Director of Education	Position Type:	Salary

Position Summary:

Various labour duties throughout each of our communities as planned and directed. Be part of a team to deliver/ support to the Nation's Youth program and organize various recreational, educational, and cultural events and activities throughout the summer season for the Nation's youths. Summer students will be assigned to various departments for general labour and or project work.

Culture Commitment

The Summer Student Worker upholds the culture of the Tla-o-qui-aht First Nations by implementing programs and services that support the Nation's values and promote the traditional teachings and knowledge of our ancestors.

Duties and Responsibilities:

General Department Assignments

- Assignment to other departments may be required from time to time.
- Work reassignment may fall under general labour or project related labour where necessary.
- All summer students will be assigned a "manager" or "foreman" to take direction from and report to on all department assignments
- Activities could range from transporting, hauling, and moving equipment and supplies to and from events
- Setup, and post event clean up
- Working outdoors at TFN Facilities or communities doing basic grounds keeping (ie: trash pickup, general maintenance i.e: painting, safety equipment testing, inventory etc.
- Distribution of external communications (newsletters, or notices etc)
- General assignments to indoor office facilities may pertain to receptionist / secretarial duties, or specific project in office as assigned or required.

Youth Support

- Assist in organization for safe and healthy recreational, educational, and cultural events and activities for the Nation's youth.
- General labour at approved youth events and activities.
- Attend and provide supervision of TFN Youth at organized events. Recruiting youth for upcoming events, assist registration for upcoming events.
- Advertise for upcoming events.
- Assist with any post-event clean-up activities when necessary.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

Qualifications:

Education, training and certificates

- Current or graduated high school student

Work experience

- Ability to work with First Nations children and youth and general public

Knowledge, skills, abilities, and attributes

- Knowledge:
 - Tla-o-qui-aht community practices, MS Office (including Word, Excel, Powerpoint, Outlook), internet web browsers, ability to work PC, and phone systems (where applicable)
- Skills and abilities:
 - Organizational skills, verbal and written communication skills, interpersonal skills, able to work independently
- Attributes:
 - Professional conduct, customer focused, leadership skills, analytical, attention to detail

Additional assets

- Preference for a qualified Aboriginal candidate
- BC Driver's License and reliable transportation
- Occupational First Aid Level I
- Must possess a clear criminal record check for the vulnerable services sector
- Education in event or meeting planning or project management
- Experience fundraising

Working Environment:

Work conditions

- Works indoors and outdoors, adverse weather conditions: sun or rain
- May be required to work flexible hours, including evenings and weekends
- Required to travel off-site, public third-party establishments

Physical requirements

- Good health, allowing one to perform physical tasks throughout the day, including bending, lifting, carrying, walking.
- Must be able to stand on feet for prolonged periods of time.
- May be required to lift or carry heavy items over 20 lbs.
- Must be able to be mobile and visit off-site locations that can only be accessed by stairs or rough, uneven ground.

Travel requirements

- Required to travel out of town for overnight stays and extended periods of time.
- Frequent travel by car or bus.
- Required to travel by boat

Deadline to apply is: Friday June 18, 2025 by 4:30pm

Submit your resume and cover letter that demonstrates how qualifications are met to:

Lis Kingsley, Human Resources Manager

Email: jobs@tla-o-qui-aht.org Or by Fax: 250.725.3352

Or drop at the office in a sealed envelope at #1119-A Pacific Rim Highway Tofino