

Our Vision

Ch'iyáqtel (Tzeachten First Nation) remains the keepers of our traditional territories, this responsibility being passed on to us by our ancestors and exercised through sound cultural, environmental, and socio-economic stewardship.

Position Summary

The Child and Youth Support Supervisor oversees the delivery of high-quality programs and services that promote the well-being, development, and engagement of children, youth, and families within the Ch'iyáqtel community. Reporting to the Director of Community Services, this role supervises the Youth Support Workers and the Recreation Coordinator, providing leadership, mentorship, and operational support to ensure programs are culturally grounded, accessible, and impactful.

The Child and Youth Support Supervisor works collaboratively with the Programs team to develop programming, manage budgets, build relationships with schools and partners, and respond to the needs and priorities of the community. This role requires a strong leader who can inspire their team, coordinate multiple programs, and connect meaningfully with community members and stakeholders.

Performs all duties and responsibilities in accordance with Ch'iyáqtel policies, standards, practices, and procedures. Strong cultural sensitivity with a deep respect for Ch'iyáqtel culture, traditions language and protocols.

Key Responsibilities

- Supervise, mentor and coach Youth Support Workers and the Recreation Coordinator.
- Facilitate regular team meetings, goal setting and performance evaluations.
- Encourage professional development opportunities and foster a culture of learning and growth.
- Model high standards in professionalism, cultural respect and community engagement
- Lead collaborative planning with the programs team to design, schedule and deliver activities.
- Develop annual, monthly and weekly program schedules.
- Support communication to membership regarding upcoming programs and events.
- Ensure programs are accessible, inclusive and adaptable to changing needs.
- Engage with membership to gather feedback and develop programming.
- Actively engage with local schools to support students' learning, well-being, and cultural connection.
- Develop partnerships with community organizations, service providers, and stakeholders.
- Oversee program budgets, ensuring responsible allocation and tracking of resources.
- Collaborate with community hall staff, reception, and the admin team.
- Prepare reports, updates and presentations for leadership, funders and community meetings.
- Contribute to grant applications and proposals to secure funding for programs.
- Full job description will be provided to successful candidate.

Other related duties as assigned.

Qualifications, Knowledge, Skills and Abilities

- Grade 12 or equivalent plus a post-secondary certificate or other training/experience related to: Social Work, Education, Child and Youth Care, Recreation, Community Programming or related field.
- Minimum 3 years of leadership, team supervision or people management experience.
- Proven experience in program development, scheduling, budgeting and evaluation.
- Strong interpersonal and communication skills, with the ability to build trust, motivate staff and engage effectively with community members.
- Comfortable creating and maintaining partnerships with schools, community agencies and external stakeholders.
- First Aid and CPR certification.
- Ability to provide a satisfactory criminal record check.
- Valid Class 5 BC Driver's license and abstract with no restrictions.
- Ability to exercise and model a high degree of professionalism and confidentiality.
- Highly developed communication and interpersonal skills including conflict resolution.
- Strong writing skills including report writing.
- Intermediate level computer skills including Microsoft Office.
- Problem solving and adaptability
- Strong organizational skills with the ability to manage multiple priorities and adapt to changing needs.

Working Conditions

Flexible work schedule is required to meet the needs of the community, with regular afternoon and evening hours and occasional weekends. Work takes place in various indoor and outdoor settings. Occasional travel within the region for meetings, training or community events.

Application Deadline: Open until filled

Salary Range: \$36.23 - \$44.27

Candidates will be screened according to the qualifications, knowledge, abilities, and skills required above. Interested candidates are required to submit a resume and to indicate the job title position above on their covering letter in confidence to:

Ch'íyáqtel (Tzeachten First Nation)

Attention: Tyler Epp, Director of Community Services

#100 - 45855 Promontory Road

Chilliwack, BC V2R 0H3

Email: tyler@tzeachten.ca

Fax: 604-858-3382

We encourage candidates to self-identity as First Nations, Inuit, or Metis in their application. We regret that we will only contact the applicants chosen for an interview. We thank all applicants for their interest in working for Ch'íyáqtel.