



Position Description

Programs and Event Supervisor

Our Vision

Ch'íyáqtel (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 Programs and Events Supervisor oversees the planning, coordination, and delivery of community programs, recreational activities, and events that promote participation, connection, well-being, and engagement for Ch'íyáqtel members.

Reporting to the Community Services Manager, the Programs and Events Supervisor provides direct supervision, leadership, and operational oversight to the Program Workers. The Supervisor ensures employees have clear direction, appropriate schedules, resources, and support to effectively deliver programs and events. The position leads the development and coordination of recreational, social, educational, wellness, family, youth, Elder, and community programming and events. Responsibilities include program planning, staff scheduling, budget administration, event coordination, community engagement, partnerships, and program evaluation. Working collaboratively with other areas of Community Services and Ch'íyáqtel departments, the Programs and Events Supervisor ensures programming is responsive to community needs, appropriately resourced, safely delivered, and aligned with organizational priorities. The Programs and Events Supervisor is responsible for the non-cultural programs and events portfolio within Community Services. Cultural programming, cultural activities, ceremonies, cultural protocols, and related cultural initiatives fall within the Cultural Support portfolio.

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

Key Responsibilities

- Provide leadership, supervision, coaching, and performance management to Program Workers and students participating in the SASET Summer Student Employment Program (SEP), including their transition to Ch'íyáqtel's Temporary On-Call Student Worker Program in the fall.
- Oversee employee scheduling, work assignments, onboarding, training, and professional development.
- Coordinate student work assignments across Ch'íyáqtel departments, ensuring appropriate supervision, meaningful work experience, and opportunities for skill development.
- Foster a positive, accountable, and collaborative team environment.

- Lead the planning, development, coordination, and evaluation of recreational, social, educational, wellness, family, youth, Elder, and community programs.
- Develop program schedules and ensure appropriate staffing, resources, facilities, and budgets are in place.
- Monitor program participation and community feedback to ensure programming is inclusive, engaging, and responsive to community needs.
- Lead the planning and delivery of community events, celebrations, recreational activities, tournaments, and family events.
- Oversee event planning, budgets, logistics, staffing, vendors, contractors, and coordination of resources.
- Ensure events are well-organized, safely delivered, and provide meaningful opportunities for community participation.
- Build and maintain positive relationships with Ch'íyáqtel members to encourage participation and identify programming needs.
- Develop partnerships with schools, recreation providers, community organizations, and service providers to strengthen community programs and events.
- Work collaboratively with other Ch'íyáqtel departments, including Cultural Support, to coordinate programs, events, and organizational initiatives.
- Collaborate with Corporate Services to support timely communication and promotion of programs and events to membership.
- Develop and monitor program and event budgets, ensuring responsible use of resources.
- Maintain accurate program records, participation statistics, financial documentation, and required reporting.
- Support funding applications, agreements, and reporting requirements related to programs and events.
- Promote the safe and respectful delivery of community programs, activities, events, outings, and services.
- Ensure appropriate staffing, supervision, participant information, and safety measures are in place.
- Ensure employees follow Ch'íyáqtel health and safety policies and procedures and that incidents, hazards, and safety concerns are appropriately addressed and reported.

Full Job Description will be provided for the successful candidate

Qualifications, Knowledge, Skills and Abilities

- Grade 12 or equivalent supplemented by post-secondary education or training in Recreation, Community Development, Event Management, Child and Youth Care, Education, Social Services, or a related field; an equivalent combination of education, training, and relevant experience may be considered.
- Minimum three years of progressively responsible experience in community programming, recreation, events, or a related environment.
- Minimum three years demonstrated experience supervising employees, including scheduling, coaching, performance management, and employee development.
- Proven experience developing, coordinating, delivering, and evaluating community programs and events.
- Strong organizational and planning skills with the ability to manage multiple programs, events, deadlines, and competing priorities.
- Strong interpersonal and communication skills with the ability to build positive relationships with community members, employees, partners, and service providers.

- Highly developed problem-solving, decision-making, conflict-resolution, and adaptability skills.
- Strong written communication and report-writing skills.
- Ability to exercise sound judgment, professionalism, discretion, and confidentiality.
- Ability to work independently while maintaining effective communication and accountability to the Community Services Manager.
- First Aid and CPR certification or willing to obtain.
- Ability to provide a satisfactory criminal record check.
- Valid Class 5 BC Driver's license and abstract with no restrictions.

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, including the community hall, Sportsfield and on the land. Occasional travel within the region for meetings, training or community events.

Application Deadline: Open until filled

Salary Range: \$34.41 - \$41.09

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: Ryan Critchley, Interim Community Services Manager

#100 - 45855 Promontory Road

Chilliwack, BC V2R 0H3

Email: careers@tzeachten.ca

Fax: 604-858-3382

We encourage candidates to self-identify 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.

An eligibility list may be established from this competition and may be used to fill similar permanent, temporary, term, or casual opportunities that become available within six (6) months of the closing date.