

Tłchq Government Job Description

Job Title: Internship- Tłchq Įmbè Program Manager
Department: Department of Culture and Lands Protection
Reports To: Director, Culture and Lands Protection
Location: Behchokò, Whatì, Gamètì, Wekweètì
Job Status: Internship-Term
Job Description Update: February 27, 2018

Purpose

The Internship -Tłchq Įmbè Program Manager is responsible for planning, promoting, implementing and evaluating all aspects of the Tłchq Įmbè Program. The Internship-Tłchq Įmbè Program Manager will also work with and train an Assistant Program Manager to continue to build capacity within the program.

Scope

Chief Jimmy Bruno encouraged Tłchq people to “be strong like two people”. The Tłchq Įmbè Program is designed to give students, who have been away from their home communities while at post secondary school, an opportunity to reconnect with their language and culture over the summer months. In this way the Tłchq Įmbè Program supports young Tłchq people to “be strong like two people”. The Internship- Tłchq Įmbè Program Manager will be hired to manage all aspects of program planning, development, promotion, implementation and evaluation.

Internship - Tłchq Įmbè Program Manager is accountable for the planning, promotion, implementation and evaluation of the Tłchq Įmbè Program by: planning, leading and participating in Group Leader Training; Providing leadership to the Tłchq Įmbè program; developing schedules, budgets, logistics, and contingency plans for the summer program; providing logistical and administrative support for the program; providing interpersonal support to the Assistant Manager and Team leaders; and evaluating the Tłchq Įmbè Program. The Internship - Tłchq Įmbè Program Manager will offer support to the Assistant Program Manager and Team leaders throughout the summer and will be asked to travel to each community to support and evaluate each community’s program. The Internship - Tłchq Įmbè Program Manager will work closely with Community Directors to ensure that human and material resources are available in each community as needed for the program. Following the program, the Internship - Tłchq Įmbè Program Manager will create an evaluation, make recommendations and formulate a plan for the following year.



Duties and Responsibilities

- 1) Plans, leads and participates in Team Leader Training by:
 - a) Overseeing all logistical aspects of the training including location, facility, meeting requirements, food, beverages, accommodations and travel for all participants and presenters;
 - b) Setting the agenda, arranging additional speakers and managing the training budget;
 - c) Coordinating training on Tłchq Government Administration Policies & Procedures including HR , Finance and Workplace Safety polices; Program Management, including: roles and responsibilities, program scheduling, budgeting, and evaluating and Program Delivery including: conflict resolution, motivation, team building, and goal setting; and,
 - d) Completing a report on training activities.
- 2) Provides leadership to the Tłchq Imbè Program staff by:
 - a) Determining staffing requirements;
 - b) Participating in the recruitment and development of program employees;
 - c) Directly supervising and overseeing program employees;
 - d) Monitoring employee performance;
 - e) Enforcing all Human Resource Polices with program employees, in particular zero-tolerance policies; and,
 - f) Determining appropriate disciplinary measures and disciplining employees.
- 3) Develops schedules, budgets, logistical and contingency plans for the summer program by:
 - a) Working with Community Directors and program support staff to develop a program schedule that meets the needs of each community;
 - b) Managing the program budget to ensure that program money is being spent properly;
 - c) Working with Community Directors and support staff to develop logistical plans to make sure that people and materials will be where they need to be at the right time to allow the program to run smoothly; and
 - d) Working with Community Directors and program support staff to develop contingency plans to prepare for unforeseen problems
- 4) Provides logistical and administrative support for the program by:
 - a) Assisting Team Leaders with developing schedules of activities;
 - b) Arranging for necessary equipment and supplies to be purchased and shipped;
 - c) Overseeing logistics such as meeting rooms, meeting areas, transportation of Elders, Instructors and students etc;
 - d) Helping participants fill out necessary paperwork and managing time sheets;
 - e) Monitoring and reporting on project budgets;
 - f) Preparing program activity reports; and
 - g) Reporting on and troubleshooting logistical and administrative issues.



- 5) Provides interpersonal support to the Assistant Manager and Team Leaders throughout the summer by:
 - a) Providing support and guidance to Team Leaders on issues of interpersonal challenge and conflict with the goal of empowering Team Leaders to solve conflicts on their own;
 - b) Offering positive reinforcement to groups who are working well;
 - c) Offering constructive feedback and support to groups who face challenges; and
 - d) Intervening in situations where the Team Leaders and Assistant Manager have been unsuccessful in resolving conflict.
- 6) Evaluates the Tłıchq Imbè program by:
 - a) Implementing an evaluation model to determine the success of the Tłıchq Imbè program;
 - b) Traveling to each Tłıchq community throughout the summer to support and evaluate the Tłıchq Imbè teams in person;
 - c) Reporting findings and recommendations to the Director, Culture and Lands Protection; and
 - d) Following the program, working with the Team Leaders and Assistant Program Manager to create a thorough evaluation of the program, make recommendations and formulate a plan for the following year.
- 7) Other duties and activities as directed

Supervisory Responsibilities and Latitude

The Internship - Tłıchq Imbè Program Manager reports to, and takes direction from the Director of Culture and Lands Protection. He/she provides day-to-day supervision of Imbè Program Team Leaders in collaboration with the Assistant Project Manager. He/she must follow directions carefully, follow all safety rules and regulations such as proper use of life vests and other on the land safety practices, and act in accordance with legislation and Tłıchq Government policies and procedures.

Education and Skills

The Internship - Tłıchq Imbè Program Manager is expected to have the following education, work experience and skills (equivalencies will be considered):

- Minimum of a High School diploma
- Experience working with the Tłıchq Imbè Program is an asset
- Be proud of their Tłıchq heritage
- Strong interest in learning more about their heritage, culture and traditional skills
- Strong interest in learning more about their language
- Strong interest in preserving and promoting Tłıchq culture and traditions
- Ability to lead small groups
- Knowledge of, or interest in, group dynamics, goals setting and team building



- Very good motivation and team building skills
- Very good organizational and administrative skills
- Very good communication skills both verbal and written
- Enjoy working outdoors and spending time on the land and on the water
- Be able to work independently and follow directions
- Have very good interpersonal and team building skills
- Be knowledgeable of risk management
- Demonstrate good judgment in terms of safety issues
- Demonstrate good problem solving skills
- Be able to work with Tł̥chq community members, particularly Elders
- Feel comfortable asking questions and asking for help
- Being bilingual in English and Tł̥chq Yati is an asset.
- Valid Class 5 Drivers License is required.

Zero Tolerance Policy

The Tł̥chq Government has a strict Zero Tolerance Policy

The Internship - Tł̥chq Imbè Program Manager must set an example for the program participants through their behavior and lifestyle.

Clearly explain the Zero Tolerance Policy to the program staff and participants

Take appropriate action if staff or participants come to work hung over or under the influence of drugs and alcohol.

Working Conditions and Effort

The Internship - Tł̥chq Imbè Program Manager is expected to demonstrate the following abilities:

- Able to be punctual and attend work each day
- Able to commit to the program for the duration of the program
- Able to be productive and attentive
- Able to take direction and work closely with Elders and Community Mentors
- Able to participate in physical and on the land activities such as canoeing, fishing, hiking and so on
- Willing to live on the land for 10 to 14 days.
- The Internship- Tł̥chq Imbè Program Manager may be housed outside of the community at times during the summer and should be prepared to stay in wall tents and spend time on the land



Confidentiality

The incumbent may gain knowledge of personal and/or confidential information. The incumbent will not use for his/her own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

Approval

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|----------------------------------------|--------------------------------------------|
| <hr/> Department Director Printed Name | <hr/> Tłchq Executive Officer Printed Name |
| <hr/> Department Director Signature | <hr/> Tłchq Executive Officer Signature |
| <hr/> Date | <hr/> Date |

Certification

| | |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Dated this _____ day of _____, 20__ | |
| <hr/> Employees Printed Name | <hr/> Supervisor's Printed Name |
| <hr/> Employee Signature Date | <hr/> Supervisor's Title |
| | <hr/> Supervisor's Signature |
| I certify that I have read and understand the responsibilities assigned to this position. | I certify that this job description is an accurate description of the responsibilities assigned to the position. |

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

