

Tłchq Government Job Description

Job Title: Assistant Program Manager

Department: Department of Culture and Lands Protection

Reports To: Internship- Tłchq Imbè Program Manager

Location: Behchokò, Whatì, Gamètì, Wekweètì

Job Status: Summer Student/Term

Purpose

The Assistant Program Manager (APM) is responsible for assisting the Program manager in planning, promoting, implementing and evaluating all aspects of the Tłchq Imbè Program (TIP). This position is understood to serve as a training position so that APMs who are interested and able can return in the future to fill the role of Program Manager.

Scope

Chief Jimmy Bruneau encouraged Tłchq people to “be strong like two people”. The TIP 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 TIP supports young Tłchq people to “be strong like two people”. An APM will be hired to participate in all aspects of program planning, development, promotion, implementation and evaluation.

The APM will be hired in late April or early May and will help develop, implement and evaluate a Team Leader training that will include both technical and interpersonal skill development. The APM will offer support to the Team Leaders throughout the summer and will be asked to travel to each community support and evaluate each community’s program. The APM will work closely with Community Directors to insure that Elder and teaching materials are available for teaching the participants in each community during the summer. Following the program the APM will work with the Program Manager to create an evaluation, make recommendations and formulate a plan for the following year.

Duties and Responsibilities

- 1) Plan, lead and participate in 2 weeks of training.
 - Plan, lead and participate in a 2 week Team Leader training with activities that include training in: scheduling, budgeting TG administration, conflict resolution, leadership, motivation, team building, goal setting and evaluation activities.
 - Training will take place at a camp close to Whatì. Program APM should be prepared to stay on the land for 10 – 14 days.

- 2) Develop schedules, budgets, logistical and contingency plans for the summer program.



- Work with the Program Manager and Community Directors to develop a program schedule that meets the needs of each community
 - Manage the program budget to insure that program money is being spent properly
 - Work with the Program Manager and Community Directors 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
 - Work with the Program Manager and Community Directors to develop contingency plans to prepare for unforeseen problems
- 3) Provide logistical and administrative support for the program
- Meet with and coordinate schedules and activities with Community Directors, Elders, Community Leaders and Community Mentors
 - Arrange for necessary equipment and supplies
 - Arrange logistics such as meeting rooms, meeting areas, transportation of Elders/Mentors and students and so on
 - Help participants fill out necessary paperwork
 - Manage time sheets
 - Monitor and report on project budgets
 - Prepare program activity reports
 - Report on and trouble shoot logistical and administrative issues
- 4) Provide interpersonal support to Team Leaders throughout the summer.
- Provide 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
 - Offer positive reinforcement to groups who are working well
 - Offer constructive feedback and support to groups who face challenges
 - Intervene in situations where the Team Leaders have been unsuccessful in resolving conflict.
- 5) Evaluate community programs
- Develop an evaluation model to determine the success of community programs
 - Travel to each Tchq community throughout the summer to support and evaluate community groups in person
 - Report findings and recommendations to the Program Manager
 - Following the program, work with the Team Leaders and Program Manager to create a thorough evaluation of the program, make recommendations and formulate a plan for the following year.
- 6) Perform other related duties as directed

Supervisory Responsibilities

The AMP reports to and takes direction from the Internship- Tłchq Ȫmbè Program Manager. He/she provides day-to-day supervision of Team Leaders in collaboration with the 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 Tłchq Government policies and procedures.

Knowledge and Skills

The Ȫmbè Program APM is expected to have the following skills and attitudes:

- Minimum of a High School diploma with preference given to individuals currently enrolled in, or planning to attend, a recognized post-secondary institution, and be returning to, or beginning full time studies in the fall
- Be proud of their Tłchq 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 Tłchq 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 Tłchq community members, particularly Elders
- Feel comfortable asking questions and asking for help
- Being bilingual in English and Tłchq Yati is an asset
- Valid Class 5 drivers license is required

Zero Tolerance Policy

- The Tłchq Government has a strict Zero Tolerance Policy for Drugs and Alcohol use.
- The APM must set an example for the program participants through your behavior and lifestyle
- Clearly explain the Zero Tolerance Policy to the program Team Leaders and participants
- Take appropriate action if Team Leaders or Participants come to work hung over or under the influence of drugs and alcohol.



Working Conditions and Effort

The APM 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
- APM may be housed outside of the community during the week 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

_____ Department Director Printed Name	_____ Tłıchq Executive Officer Printed Name
_____ Department Director Signature	_____ Tłıchq Executive Officer Signature
_____ Date	_____ Date

Certification

Dated this _____ day of _____, 20__

<hr/> <p>Employees Printed Name</p>	<hr/> <p>Supervisor's Printed Name</p>
<hr/> <p>Employee Signature Date</p>	<hr/> <p>Supervisor's Title</p>
<p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<hr/> <p>Supervisor's Signature</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>

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.

APPROVED

