

Tłchq Government Job Description

Job Title: Team Leader

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

Team Leaders in the Tłchq Imbè Program (TIP) are responsible for organizing and leading, a group of 6 participants through a summer of activities including Tłchq cultural and traditional lifestyle activities and safety certificate programs under the direction of the Project Managers, Community Elders, Community Mentors, Leaders and Citizens and for contributing to the community in a positive and meaningful way.

Scope

Chief Jimmy Bruneau challenged Tłchq people to “be strong like two people”. A Team Leader will be hired from each of the 4 Tłchq communities to learn from Elders, harvesters, and people who have traditional skills. TIP Team Leaders will also learn leadership skills including active listening, group dynamics and conflict resolution. TIP Team Leaders will be responsible for organizing, motivating, monitoring and evaluating a group of 6 participants throughout the summer. They will also be responsible for leading and organizing group activities and will be expected to contribute to the community by organizing and completing community service projects.

The Tłchq Imbè Program is a 2 Part program that will run for a total of 9 weeks. Current or prospective Post Secondary students from each community will be hired and will complete a 2 week Team Leader Training. During the training, Team leaders will prepare for the summer by developing schedules, budgets, contingency plans and by learning leadership skills, group management and conflict resolution skills. Team Leaders will then return to their home communities for one week to prepare an indoor learning space and talk with community directors to organize Elders and equipment in preparation for the arrival of the participants.



Duties and Responsibilities

- 1) Participate in 2 weeks of training.
 - Participate in a training programs that includes: scheduling, budgeting TG administration, conflict resolution, leadership, motivation, team building, goal setting and evaluation activities.
 - Training will take place at a camp close to one of the Tłıchǫ Communities. Team Leaders should be prepared to stay on the land for 10 – 14 days.
- 2) 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
- 3) Organize, learn about, and participate in cultural, traditional and linguistic activities
 - Organize and participate in cultural, traditional and linguistic activities with Elders and Community Mentors
 - Organize, learn about, and participate in activities that may include but are not limited to: paddle making, traditional medicines, canoeing, fishing, drumming and drum making, sewing and beading and other on the land activities
 - Meet with and coordinate activities with Community Elders/Community Mentors
 - Practice use of the Tłıchǫ language whenever possible
 - Monitor and report on participation of students in cultural, traditional and linguistics activities
- 4) Organize and participate in certificate programs and learning activities
 - Organize and **participate in** certificate programs including: First Aid and Boating Safety
 - Organize and participate in other learning activities as directed
 - Monitor and report on participation of students in certificate programs and learning activities
- 5) Organize and participate in on the land and on the water programs
 - Organize and participate in on the land and on the water programs on a daily basis
 - Monitor and report on participation of students in on the land and on the water programs
- 6) Organize and participate in Community Service Projects as directed

- Organize and participate in community service projects such as visiting and providing services for Elders, community clean up, community building and repair projects and so on
 - Arrange for logistics for community service projects including arranging for supplies and materials, scheduling activities and arranging for transportation
 - Monitor and report on participation of students in Community Service Projects
- 7) Provide leadership and supervisory skills of Imbè Program Participants
- Organize, motivate and support Participants in the program
 - Provide day to day supervision in collaboration with the Project Managers
 - Lead reflection, goal setting and team work sessions
 - Implement and monitor risk management and other Tłchq Government policies and applicable legislation
 - Deal with minor conflict issues and report other issues to the Project Managers
- 8) Perform other related duties as directed

Supervisory Responsibilities

The Team Leaders report to the Program Managers and take direction from the Project Manager, Elders and Community Mentors. He/she provides day to day supervision of Imbè Program Participants in collaboration with the Project Managers. 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 Imbè Program Team Leaders are expected to have the following skills and attitudes:

- 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
- 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, verbal communications 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 Tłıchq community members, particularly elders
- Valid Class 5 Drivers License is an asset.

The Team Leaders should be attending, planning to return to, or be planning to start attending post-secondary school in the fall.

Zero Tolerance Policy

- The Tłıchq Government has a strict Zero Tolerance Policy
- Set an example for the program participants through your behavior and lifestyle
- Clearly explain the Zero Tolerance Policy to the program participants
- Take appropriate action if Participants come to work hung over or under the influence of drugs and alcohol.

Working Conditions and Effort

Team Leaders are expected to demonstrate the following abilities:

- Able to be punctual and attend work each day
- 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
- Team leaders 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	_____ Tłchq Executive Officer Printed Name
_____ Department Director Signature	_____ Tłchq Executive Officer Signature
_____ Date	_____ Date

Certification

Dated this _____ day of _____, 20__	
_____ Employees Printed Name	_____ Supervisor's Printed Name
_____ Employee Signature	_____ Supervisor's Title
_____ Date	_____ 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.

