



TK'EMLÚPS TE SECWÉPEMC

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE:	ISETS - Tkek Yeel Stem Camp Counsellor
DEPARTMENT:	Language & Culture
SUPERVISOR:	Language & Culture Manager
TERMS:	Temporary, Full-time (8-weeks)
REFERENCE #:	2026-075

This is an outside-funded position. All applicants must meet the ISETS eligibility criteria below:

ISETS eligibility requirements:

- Eligibility will be confirmed to the right to funding of Aboriginal status, non-status, and Inuit students.
- Individuals must reside within the ISETS catchment area.
- Must be a minimum of 15 years of age at the time of hiring.
- Must be a **Highschool** student who was a registered full-time student during the previous academic year and is returning to school full-time in the following academic year.
- Must have a valid Social Insurance Number.

Interested students will be **required to call the ATEC office (250) 554-4556** to book an appointment with an employment counselor to obtain an **ISETS Referral before** they can apply to TteS, please quote the following contract number: **SS310-27045** when making an appointment with an employment counselor.

Purpose of Position:

The Language and Culture Department Manager will oversee all program management and financial administration and negotiating on behalf of the Tkek Yeel Stem Camp, while the Camp Counsellor will oversee the Tkek Yeel Stem Camp programs and services. The Camp Counsellor provides leadership and guidance to the staff who will help develop and implement the summer camp's long and short-term goals and objectives. The Camp Counsellor will work with the Language and Culture Department Manager and staff, and other internal staff in hosting various summer camp programs and services. This position will work with external partners as well.

Duties and Responsibilities:

Under the direction of the Tkek Yeel Stem Camp Coordinator, the Camp Counsellor helps to plan, develop and implement the camp programs and services, including hiring those who may provide the inter-generational teachings of our language, history and culture. The incumbent, along with the other camp staff will operate the summer camp program in accordance with the approved TteS Administration Procedures, Finance Administration Law, HR Employee Policy and Procedures Manual, and laws and legislation governing the care of children and youth.

Strategic leadership

- To support the Camp Coordinator in the planning, development and implementation of the summer camp programs and services. The Camp Counselor will review the Tkek Yeel Stem Camp Policies and Procedure Handbook and recommend updates as needed.
- The camp Counsellor will research and monitor applicable summer youth camp policies to ensure we are following applicable laws and legislation and make any recommendations as needed.
- The Camp Counsellor is responsible for the well-being and safety of young children at the camp.
- The Camp Counsellor is responsible for coordinating engaging activities for the campers.
- The Camp Counsellor is responsible for developing new programs, and supervising campers to make sure they are safe and happy.

Financial Management:

- Will work with the Camp Coordinator to ensure that all receipts or invoices are submitted in a timely manner.
- Will work with the Camp Coordinator in hiring Traditional Knowledge Keepers and Elders to help teach our language, history and culture and will submit cheque requisitions in a timely manner.

Human Resources and Administration:

- Will ensure the camp staff uphold the TteS Employment Policy and Procedures Manual,
- Will participate in any staff training sessions, such as, first aide, bear aware, canoeing, water safety, and so on.

Community relations:

- Will help to promote and create opportunities for intergenerational teaching at the Tkek Yeel Stem summer camp.
- Will help utilize the LC dept list of Elders/Traditional Knowledge Keepers so they may be hired to help teach the children and youth at the summer camp.
- Will help utilize list of TteS artists, drummers, singers, regalia makers, videographers, photographers, napping, hunting fishing, basket making and so on so they may teach the children and youth.
- Will work in collaboration with the Community Services Department staff to host gatherings and to provide opportunities for intergenerational teachings.
- Will help to develop and distribute posters advertising the summer camp and weekly calendar.
- Will help to invite SFU language proficiency program students and instructor to participate and teach our language, history and culture to the children and youth.

Will help to maintain excellent working relationships with TteS members, LC and CSD staff and accounting staff.

Supervision or Training Duties:

Will supervise the Tkek Yeel Stem Summer Camp children and youth

Special Requirements:

Knowledgeable of Secwépemc language, history and culture

Professional Certification, Education and Experience:

- Must be a current and returning High-school Student (Grade 11 or below)
- First aide considered an asset
- Lifeguard certificate is an asset.
- Basic computers skills are an asset
- Preference for experience working with children and youth, especially in an indigenous organization
- Will need to provide Criminal Record Check – Vulnerable Sector and keep up to date throughout employment.

Skills and Abilities:

- Excellent written or Interpersonal communication skills
- Children or youth supervisory skills
- Organization skills

- Crisis management skills
- Problem solving or critical thinking skills.
- Event planning skills

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: \$20.00 per hour.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is open until filled.

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment/>

or at our Human Resources office #320 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 am to 4:00 pm &

closed for lunch from 12:00 pm to 1:00 pm

We require each applicant to fill out

an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.