



**Tzeachten First Nation**  
45855 Promontory Road  
Chilliwack, BC  
V2R 0H3

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## **TZEACHTEN YOUTH COUNCIL – 2 YEAR TERM POSITION**

**HOW TO APPLY:** Submit your resume and a one-page letter detailing why you are an ideal candidate for this role to [loren@tzeachten.ca](mailto:loren@tzeachten.ca).

**TIME FRAME:** Accepting Applications: January 14 – February 14

Interviews: February – March

**NUMBER OF SEATS OPEN:** 3

**REMUNERATION:** \$500 Monthly

**REPORTS TO:** Chief and Council

**AGE REQUIRMENTS:** 17-25

### **POSITION SUMMARY:**

The role of a Youth Councillor is to facilitate programs for the Tzeachen Youth Group with the support of the Programs department. Additionally Youth Councillors will act as a conduit to bring concerns, new initiatives and overall a voice to Tzeachten's Youth. A Youth Councillor will conduct themselves in a professional manner and represent Tzeachten to the fullest of their abilities.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

#### **Youth Council**

1. Work with Tzeachten Youth Council (TYC) and attend regular meetings to go over community and youth concerns.
2. Develop Agenda for TYC meetings with Tzeachten Youth Group, Programs Coordinator and Council.
3. Promote youth programs and involvement through the various communication forums.
4. Create a 'wish list' for Chief and Council's strategic plan.
5. Join and participate in other committees/meetings (TLMAC, Membership, Council, etc.).
6. Pursue own initiatives and push issues that will serve to benefit Tzeachten as a whole.
7. Host annual wellness day or similar style event targeting youth.
8. Create own annual budget for desired TYC activities.

9. Assist in policy development.

### **Programs**

10. Coordinate with the Programs Department to assist in Youth and Elder Programming.

11. Promote and attend Youth Programs.

12. Work with Programs Department with any additional events.

13. Work with Programs to setup budget restraints and plan larger events with youth.

### **Youth Group**

14. Work with the Programs Coordinator to setup youth events.

15. Attend and assist at fundraisers.

16. Chaperone when required and be willing to travel overnight for youth conferences.

17. Make record of attendance at all youth group events.

18. Setup educational and learning opportunities.

19. Request funds or budget for Youth Groups events.

20. Develop list of rules and consequences for Youth Group.

### **EDUCATION AND EXPERIENCE:**

- Minimum of Grade 12, some post-secondary an asset but not required.
- An interest in politics, organizational management and youth programming.
- Computer skills (MS Office, Basic Accounting Software) are required.
- The ability to work well independently on several projects concurrently, and possess excellent verbal and written communication, organizational and creative thinking skills.
- Outstanding customer service skills.
- Familiar with First Nations Cultural and Traditions.
- Must successfully pass a pre-employment RCMP criminal record and a vulnerable sector pardoned sexual offences check.
- Must possess and maintain a valid BC Driver's License (Class 5) and have reliable transportation. Possession of a Class 4 license, or willingness to obtain one.

**ACKNOWLEDGEMENT**

I fully understand the terms and conditions defined in this job description for **Part Time** employment and is a Term position with the Tzeachten First Nation. I promise to fulfill the job specifications to the best of my abilities and in the best interest of the Nation.

My signature below confirms my agreement to abide by the terms and condition of the job.

<b>Youth Councillor</b> <i>(Name and Signature)</i>		<b>DATE</b>
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Cc. Personnel File