



CULTURE CAMP COORDINATOR

Supervisor: General Manager

Term: Temporary

Job Summary

As the Culture Camp Coordinator, you'll lead the planning, coordination, and delivery of Saik'uz First Nation's seasonal Culture Camp. You'll ensure that all aspects of the camp reflect Saik'uz cultural values and traditions while supporting safety, inclusivity, and engagement for all participants. This role includes overseeing logistics, activities, staff coordination, and reporting—creating a meaningful experience for members of all ages.

Duties & Responsibilities

- Develop and deliver culturally rooted camp programs and daily activities for all age groups.
- Coordinate recruitment and scheduling of staff and volunteers, including drivers, cooks, and chaperones.
- Oversee set-up and tear-down, equipment maintenance, and food preparation planning.
- Ensure safety protocols, record keeping, and donation/expenditure tracking are followed throughout the program.
- Maintain open communication with the General Manager and submit required reports and cheque requisitions.

Qualifications & Skills

- Knowledge of Saik'uz culture and traditions.
- Strong organizational and coordination skills, with attention to detail.
- Excellent interpersonal and communication abilities.
- Able to adapt to changing priorities and work collaboratively in a team environment.
- Proven reliability, professionalism, and ability to maintain confidentiality.
- Must undergo a criminal record check, including a vulnerable sector check.
- Valid BC driver's licence and access to a reliable vehicle.

Salary & Benefits

- Wage: \$25–\$30 per hour, depending on experience
- This is a temporary, seasonal position. No additional benefits are included.

To apply, submit a copy of your resume to the Band Office or via email at resume@saikuz.com. If submitting via email, include the position title in the subject line.

We thank everyone for their interest;
however, only those selected for an interview will be contacted.