

**Skookum Jim Friendship Centre
Youth Employment Opportunities**

**Receptionist
Part Time Term Position to April 30, 2010
(22 Hours/Week)**

This is a part time term position providing receptionist, administrative support, hall bookings and fleet management services to the SJFC programs. The hours of work shall be between 8:30 to 4:30 Monday to Friday for up to 22 hours/week.

Qualifications: Training and/or experience in business administration. Working knowledge of Outlook Express, Internet Express, Microsoft Office Word and Excel.

**Tutor
Part Time Term Position to April 30, 2010
(18 Hours/Week)**

This part time term position works with Aboriginal high school students bridging the transition from elementary to high school and rural to urban schools providing after school assistance for high school students in all subject areas with special emphasis on those students with learning differences.

The hours of works are Monday - Thursday from 3:30 - 8:00pm. Some weekends may be required during school exams.

Qualifications: Post secondary training in the field of education, science, math, or English. Two years work experience at the high school level working with youth with learning differences is desirable.

Yukon Teaching Certificate and/or Tutor Training.
Experience teaching core subjects at the high school level.
Experience working with youth in a cross cultural environment.
Experience with one-on-one tutoring and/or small group tutoring.

Position Requirements

These positions are funded by the Youth Employment Program therefore applications are limited to youth from 18 to 24 years old. Candidates must not currently be working.

All positions are required to have a current criminal records check, current Class 5 drivers license and candidates must be willing to work evenings and/or weekends as required.

Position descriptions and statement of qualifications are available on line at www.skookumjim.com .

Contact: Michelle Kolla
Executive Director
Skookum Jim Friendship Centre
867-633-7687 or sjfcexecutive@northwestel.net

We thank all who apply and advise that only those selected for an interview will be contacted.

Aboriginal youth are encouraged to apply