



June 2, 2025

2024 – 2025 CUPE Posting

CORRECTED #2

To apply please email Hannah Fletcher: hfletcher@sd70.bc.ca. Applications will be accepted in priority order until **Monday, June 9th, 2025, at 1:00 pm** for the following positions:

C 2025	Hrs/ Wk	#	Position	Location	Rate	Duration	Start Date M-D-Y	End Date M-D-Y	Reason / Replacing/ Qualifications
111	30.00	1	Indigenous Support Worker	Alberni Elementary School	\$33.8 7	Temporary *TROE	09-02-2025	06-26-2026	K. Gus
112	30.00	1	Indigenous Support Worker	Bamfield Community School	\$33.8 7	Regular Continuing (10 mth)	09-02-2025		
113	30.0	1	Indigenous Support Worker	Ucluelet Secondary School	\$33.8 7	Regular Continuing (10 mth)	09-02-2025		S. Charleson
114	30.0	1	District Cultural & Language Worker	Board Office	\$38.1 1	Regular Continuing (10 mth)	09-02-2025		REPOST
115	30.0 (Flexible hrs. Up to 8 hrs per day)	1	Healthy Schools Program Assistant	Alberni District Secondary School	\$35.0 0	Regular Continuing (10 mth)	09-02-2025		REPOST Please see attached updated Job Description

* Please Note: Letter of Understanding states that an employee wishing to return before the posted end date must give two weeks' notice of return date.

TROE = Till Return of Employee or end date whichever is first.

107	35.0	1	Speech Language Pathology Assistant	Board Office	\$38.55	Temporary *TROE	09-02-2025	06-26-2026	Pending
108	20.0	1	StrongStart	Wickaninnish Community School	\$36.64	Regular Continuing (10 mth)	09-02-2025		No Applicants
109	5.0	1	Noon Hour Supervisor	Wickaninnish Community School	\$29.62	Temporary	09-02-2025	06-26-2026	No Applicants
110	30.0	1	Indigenous Support Worker	EJ Dunn Elementary School	\$33.87	Temporary *TROE	09-02-2025	06-26-2026	No Applicants

PACIFIC RIM SCHOOL DISTRICT 70

JOB DESCRIPTION

TITLE: Healthy Schools Program Assistant
LOCATION: Alberni District Secondary School
REPORTS TO: Healthy Schools Manager
DATE: June 2025

SUMMARY

Pacific Rim School District (SD70) is seeking a dedicated Healthy Schools Program Assistant to join our team. Based at the tiičmis Wellness Centre at Alberni District Secondary School and reporting to the Healthy Schools Manager, this role supports wellness initiatives that foster student belonging, strengthen community connections, and promote equitable access to health and food programs. Key areas of responsibility include after-school programming, supporting service providers, and assisting with the delivery of school-based wellness initiatives. The successful candidate will bring strong organizational skills, the ability to build trusting relationships, and a passion for student and community well-being.

This is a 30 hours per week position. Schedule flexibility within these hours may be required to accommodate programming and special events.

DUTIES

1. Cultivate student well-being, foster school connectedness, and promote a sense of belonging within the school community.
2. As directed by the Healthy Schools Manager, assist service providers, offer direction and information to students, promote awareness of available services, and support wellness-related initiatives at the tiičmis Wellness Centre.
3. **Provide a range of clerical support functions, including scheduling, data entry, email correspondence, resource creation, report writing, and inventory tracking. This role requires strong digital literacy, attention to detail, and the ability to prioritize and manage multiple tasks in a fast-paced environment.**
4. Collaborate with the Healthy Schools Manager to gather feedback from school administrators, teachers, support staff, and students for the development of relevant, inclusive, and age-appropriate after-school programs and special events.
5. Work alongside the Healthy Schools Manager, district staff, community partners, and volunteers to plan and directly implement after-school programming and special events across the district.
6. **Support district food security initiatives, including volunteer coordination, inventory management, coordinating donations and deliveries, assist school-based garden program, and integration of school-grown food into wellness programs.**
7. **Assist in the preparation of grant applications and reports by compiling relevant data, drafting written content, organizing supporting materials, and maintaining accurate records to track deliverables and outcomes for funded programs.**
8. Other duties as required.

QUALIFICATIONS

1. Grade 12 or equivalent.
2. Post-secondary studies, equivalent to one year, in fields such as Community Development or Recreation, Public Health, Psychology, Social Work, Indigenous Studies, Child and Youth Care, or a related field will be considered an asset.
3. A minimum of 2 years of related community and/or youth-based program development.
4. **A minimum of 2 years of experience supporting or leading grant applications, including written contributions, research, and submission processes.**
5. **Experience in community gardening, school garden coordination, or food systems education.**
6. Current Standard First Aid and CPR-C/AED, or willingness to obtain.
7. Ability to exercise discretion and confidentiality when handling matters pertaining to staff and students.
8. Experience working with Indigenous partners.
9. Exceptional organizational, interpersonal, and collaborative skills.
10. Clearance from the Criminal Record Review Program.
11. Valid Class 5 driver's license; Class 4 will be considered an asset.