

CHAMPAGNE and AISHIHIK FIRST NATIONS

Identification: CAFN Youth Leadership Academy Program Instructor

Department: ECO

Supervisor: Executive Director

Date: February 27, 2026

Wage Level: Level: 9

Status: Full-time, Term Position: April – August, 2026 (*Part-time hours from April to mid-May)

A. **Job Summary:**

The CAFN Youth Leadership Academy Program Instructor will serve as the lead instructor for the staffing team and will be responsible for overseeing the full delivery of the Youth Leadership Academy program in Haines Junction during the summer of 2026.

B. **Main Duties:**

1. **Managing student recruitment and program orientation activities** (supported by Program Coordinator)
 - Promoting the program with youth and the broader community
 - Processing student applications
 - Hosting program orientations sessions for students and program staff

2. **Managing the overall delivery of program curriculum**
 - Working with Unit Instructors to support/co-teach the following six units:
 - Unit 1 - Walking Our Path: Strengthening Our Mind, Body & Spirit
 - Unit 2 – Growing Leaders: Building Confidence & Finding Your Voice
 - Unit 3 – Honoring Our Ancestors’ Gifts: Keeping Our Culture & Land Alive
 - Unit 4 – Leading with Knowledge: Learning How Our Government Works
 - Unit 5 – Building Our Future: Community Prosperity & Caring for the Land
 - Unit 6 – Community Wisdom: Let Our People Guide the Way
 - Working with program staff to coordinate participation from Elders, speakers, facilitators, community members and CAFN staff to support teachings within the program
 - Taking direction from the CAFN Elders to ensure that course material and activities are aligned with and reflective of the Champagne Aishihik Peoples’ Dan K’è Ways
 - Working with partnering agencies and contractors to coordinate the delivery of facilitated workshops and activities
 - Ensuring that all learning environments presented within the program are safe and respectful for students, staff and all other participants
 - Program material, learning activities and recommended lesson plans will be provided, but the Program Instructor is encouraged to adapt and expand these resources, as needed, to enhance the program curriculum

3. Providing holistic case management

- Providing academic support, personal guidance and mentorship to students
- Coordinating any additional supports or wrap-around services needed to improve students' success in the program

4. Providing supervision and transportation for on-the-land activities, field trips and events

- Driving CAFN vehicles to transport students (or arranging for transportation)
- Supervising students and overseeing all program activities to ensure the safety and well-being of all participants

5. Completing program evaluation process (duties shared with Program Coordinator)

- Overseeing student and staff program evaluations
- Preparing program evaluation report for Chief and Council
- Preparing program report and media for CAFN Annual General Assembly
- Completing all funding reporting requirements

6. Managing the program budget (duties shared with Program Coordinator)

- Monitoring program expenses to ensure spending aligns with approved budgets
- Planning, tracking, and adjusting budget allocations as needed
- Completing all financial reporting required by funders

C. Job Knowledge and Skills

Education and Experience:

- Degree in First Nations Governance, Education, Social Work, Youth Outreach or related field
- Applicants who have professional experience teaching, leading and/or sharing traditional knowledge with youth may also be considered

Job Knowledge:

Applicants should have a deep understanding the Champagne and Aishihik First Nation's history, culture, language, traditions, governance structure, traditional territory and Dan K'è Ways.

Management Skills:

The ideal candidate will have:

- Professional experience in program administration (preferably in a First Nations context)
- Experience in a lead position working with youth and facilitating training
- Experience managing budgets and adhering to funding requirements
- Experience completing program evaluations and reporting

Specific Skills:

Specialized knowledge, professional experience and skills in the areas of personal development, cultural preservation, land stewardship, leadership, governance, economic development, resource management, and community engagement are beneficial to this role.

Interpersonal Skills:

The ideal candidate will:

- Have a dynamic positive attitude and a strong desire to engage with and motivate youth
- Have strong communication skills with the ability to clearly convey ideas, listen actively and engage in meaningful discussions

- Be understanding of issues impacting CAFN youth and empathetic in fostering a supportive and inclusive environment
- Be confident in addressing and resolving disputes in a constructive manner
- Be a team player with the ability to collaborate with others to achieve common goals
- Be adaptable and flexible in the delivery of the program to meet the needs of students
- Be able to create a safe and respectful space for students to share their opinions and perspectives
- Provide guidance, advice and support to help youth develop their potential

D. Decision Making:

The Program Instructor will be responsible for the following decision-making responsibilities:

- Approving student applications for participation in the CAFN Youth Leadership Academy Program
- Tailoring the course curriculum to better meet the needs of students
- Providing direction in response to any student or participant disputes
- Approving additional classroom support to improve students' learning experience
- Approving student attendance hours for training allowance payments
- Managing any student enrolment or attendance concerns
- Managing student withdrawals or late admission to the program (if seats become available)

E. Impact/Accountability:

The Program Instructor role will be responsible for delivering a high-quality leadership program that is reflective of the Champagne and Aishihik People's Dan K'è Ways, maintaining the program budget, ensuring all reporting and program evaluation requirements are met, and ensuring that the vision of CAFN's Chief and Council to provide a training program to prepare youth to becoming future leaders is realized.

F. Positions Supervised:

This Program Instructor position will lead the staffing team and be responsible for all invited guest speakers, Elders, community members and facilitators brought into the program.

G. Working Conditions:

The Program Instructor will be required to teach, coordinate or supervise program activities from Monday through Friday from 8:00 am – 4:30 pm. The program delivery is based on a hybrid model and includes both indoor classroom activities and on-the-land experiential learning activities.

H. Conditions of Employment

- A valid Yukon Class 5 driver's license (Class 4 preferred)
- Criminal Records Check
- Valid First Aid Certificate or willing to obtain
- Willingness to work evenings and/or weekends, as required
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed

- Mandatory confidentiality is a condition of employment for all CAFN personnel
 - All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.
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I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Director of Human Resources

Date

Director,

Date

Employee

Date