



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: YOUTH PROGRAM MANAGER

SUPERVISOR: WFD (WORK FORCE DEVELOPMENT) SITE MANAGER

OPEN: OPEN UNTIL FILLED

SALARY: \$23.25-33.95 HOURLY DOE/DOQ

REPRESENTATIVE DUTIES INCLUDE: Responsible for management and coordination of Skokomish WFD Youth Program. Design and implement youth prevention and youth leadership development activities that assist and prepare youth of all ages for success. Oversee programs and activities that promote culture, education, and drug-free lifestyles. Works closely with the Site Manager creating youth projects and manages Youth Program staff to provide a safe, structured, well-rounded program for participants. This includes overseeing cultural/fine arts activities, after school activities, summer program and recreation, supervising Youth Program staff, managing the Youth Program budgets, coordinating with Tribal Departments and outside organizations, and supporting Youth Program staff development. Performs a broad range of supervisory responsibilities including the scheduling, training, issuance of corrective actions, planning, approving of leave requests, timesheet submittal and overall supervision and development of the Youth Program staff and contract workers. Responsible for providing professionally written information and notices to staff and parents in a timely manner.

MINIMUM QUALIFICATIONS:

1. B.A. Degree in Education or a related field, or an A.A. degree and a minimum of 3 years working with youth programs.
2. Three years supervisory and management experience in youth services and family support.
3. Must be able to work varied hours or weekends when necessary to accomplish the goals of the department.
4. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
5. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
6. Must be able to work in a team environment.
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.
8. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccinations required.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

4/17/2023