



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## JOB DESCRIPTION

**POSITION TITLE:** YOUTH PROGRAM MANAGER

**SUPERVISOR:** WFD SITE MANAGER

**SALARY** \$23.25-\$33.95 HOURLY DOE/DOQ

**NATURE OF WORK:** 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.

### **REPRESENTATIVE JOB DUTIES:**

1. 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.
2. Responsible for providing professionally written information and notices to staff and parents in a timely manner.
3. Attends program staff meetings and any other relevant meetings or trainings.
4. Performs administrative functions including working closely with Education, performing grade checks for participation in program activities/field trips, incident and behavior reports; track sign in sheets, budgets, registrations, participation, and other documentation.
5. Oversee Youth Program budgeting and compliance with grants and Tribal codes, in partnership with the WFD Site Manager.
6. Ensures safety regarding facility use and programs. This includes overseeing CPR and First Aid training for staff.
7. Works with staff to ensure efficient planning for event scheduling including project proposal writing for activities/events, reserving facilities, coordination of staff and equipment, and following procurement processes as required.
8. Manages programs and activities that promote education with youth from Early Childhood through high school.
9. Coordinates with WFD Site Manager, Education Director, staff, and other Tribal Departments for Youth Program activities and projects, including after school program and summer programming.
10. Organizes information and maintains organized files, notes, and records for multiple

- projects. Creates or improves systems as needed.
11. Supports the Youth Program staff to design and implement the Skokomish Teen Council and Summer Internship curriculum.
  12. Builds and maintains positive relationships with families, community members, Tribal Departments, and outside organizations to support youth success.
  13. Works cooperatively with the Tutor Team and the Education Director to address any issues that impact or affect the Native American student population.
  14. Performs other duties as required by the supervisor.

**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. Strong organizational, communication and interpersonal skills required.
6. Possession of a valid First Aid/CPR Card or ability to obtain certification within 30 days of hire date
7. Knowledge of WFD program policies and procedures preferred or willing to learn within 90-days of hire date.
8. Must be dependable, punctual, and able to work in a team environment.
9. Demonstrable computer skills; proficient in MS Office and able to create flyers, posters, calendars, etc.
10. Must be highly motivated and a self-starter.
11. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment
12. 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 vaccination is required

**Behavior 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.

**CONFIDENTIALITY:** The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

**DRUG-FREE WORKPLACE POLICY:** The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

**PREFERENCE:** The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard

to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

**APPLICATION INSTRUCTIONS**

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

**JOB DESCRIPTION APPROVAL:**

CEO: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_