



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: WFD/YOUTH PROGRAM ACTIVITIES & TRANSPORTATION

SUPERVISOR: WFD YOUTH PROGRAM MANAGER

OPEN: OPEN UNTIL FILLED

SALARY: \$22.00 HOURLY 1 FTE

REPRESENTATIVE DUTIES INCLUDE: The WFD Activities Assistant will coordinate support/activity services to WFD Clients & Youth Prevention Program. This position shall provide a wide range of community and WFD departmental activities. The position supports scheduled educational and cultural activities or programs, both on-site and in the local community. Assist Youth Program in publicizing upcoming events through fliers, Sounder articles, etc. Assists in event coordination for Youth Prevention Program. Provides safe, dependable, and flexible driving transportation services for clients to and from activities and functions. Enters Youth Leadership council participants in TAS database & generates requests through projects in TAS. Monitors older children and teens as appropriate and necessary for Youth Leadership Council; report any behavioral problems to WFD Youth Program Manager.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED
2. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
3. Must possess or able to obtain a CDL for bus transportation
4. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
5. Must be able to work in a team environment.
6. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

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: ____

3/12/2025