



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 LEAD COORDINATOR

SUPERVISOR: YOUTH PROGRAM MANAGER

OPEN: UNTIL FILLED

SALARY: \$25.00 HOURLY 1 FTE

REPRESENTATIVE DUTIES INCLUDE: Work closely with youth, families, community members, and coworkers to develop and implement youth programs and activities that assist and prepare youth of all ages for success by focusing on prevention, education, culture, and community building. Take the lead on developing, coordinating, and evaluating programming while working collaboratively and respectfully with all stakeholders. Design, coordinate, implement, and evaluate programs and activities for youth in kindergarten through high school, including (but not limited to) the after-school program, summer recreation program, and school break culture camps. Activities should be age-appropriate and promote culture, education, community building, and mental and physical well-being.

MINIMUM QUALIFICATIONS:

1. High school diploma/GED and 5 years' experience working with youth programming OR associate degree with 3 years' experience working with youth programming OR relevant bachelor degree and 1 year of relevant experience.
2. Knowledge of child development and ability to use that knowledge successfully in creating youth programming that takes into account both individual needs and developmental levels of groups.
3. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
4. Must be able to work in a team environment.
5. Wex Client eligible
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: ____

9/14/2026