



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 LEAD COORDINATOR

SUPERVISOR: YOUTH PROGRAM MANAGER

SALARY: \$25.00 HOURLY 1 FTE

NATURE OF WORK: 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.

REPRESENTATIVE JOB DUTIES:

1. 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.
2. Create and maintain a safe, healthy, clean, organized, and engaging environment for all youth participants to learn and grow together.
3. Develop and maintain respectful, positive relationships and effective ongoing communication with youth participants, families, staff, contract workers, volunteers, schools, community members, and community organizations.
4. Support positive cultural identity development and the learning of traditional skills and knowledge by:
 - a. teaching directly when appropriate
 - b. coordinating events and activities, and
 - c. maintaining a roster of community members, elders, and traditional advisors who can lead culturally specific activities.
5. Keep supervisors, coworkers, caregivers, and parents informed of activities and incidents.
6. Follow administrative and program policies and procedures, including (but not limited to) tracking attendance, writing reports, tracking expenses, safety procedures, mandated reporting, and documenting incidents.
7. Writing a monthly article for the Sounder informing the community of Youth Program events and activities.
8. Assist with transportation of youth to events and activities.
9. Coordinate with other departments and programs.
10. Participate in meetings and trainings.
11. Performs other duties as assigned by supervisor.

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. Strong computer skills, including proficiency with Google Drive, Google Suite, Microsoft Office Suite preferred.
4. Ability to plan ahead and anticipate/address challenges.
5. Flexible and adaptable to community needs.
6. Knowledge of the Skokomish community preferred. Understanding of and sensitivity to the particular challenges and strengths of Native youth required.
7. Must be able to work varied hours, nights, and weekends when necessary to accomplish the goals of the program.
8. CPR/First Aid certification and Food Handler's card or ability to obtain within 30 days.
9. Candidate having a valid driver's license and be eligible for the Tribe's automobile insurance preferred.
10. Must be able to work collaboratively in a team environment.
11. Strong organizational, communication and interpersonal skills.
12. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

PREFERRED QUALIFICATION:

1. WEX CLIENT ELIGIBLE

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. Get 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: _____