



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Summer Enrichment Program Coordinator
Department: Education
Supervised By: Education Director
Pay Range: T-3 \$12.36 - \$17.30/Hr. – Non Benefited (DOE)
FLSA: Seasonal (10 weeks), Non-Exempt

Position Summary: Under the supervision of the Education Director, the coordinator will coordinate and implement weekly activities, for the duration of the Summer Enrichment Program that will reinforce and augment cultural awareness and reinforce existing academic skills in the areas of math, science and English. The coordinator will provide tutorial assistance, classroom monitoring, clerical assistance and may perform custodial duties, as needed, to help the Bishop Indian Education Center effectively coordinate and conduct the Summer Enrichment Program. Other related duties may be assigned when deemed necessary by the Education Director.

Essential Functions:

- Will coordinate and implement a weekly plan, for the duration of the Summer Enrichment Program, and ensure the execution of summer youth activities. Duties may extend beyond the Summer Enrichment Program.
- Assist in the planning and development of the Summer Enrichment Programs.
- Coordinate with other departments and Tribal Organizations for cultural and youth activities and events.
- Will supervise students at the Bishop Indian Education Center and on local field trips.
- Provides tutorial assistance to students in the areas of mathematics, reading and other areas of study pertinent to the academic achievement of the student participants.
- Provides an atmosphere conducive to student learning and achievement that includes cultural understanding and promotes the integrity of the Bishop Indian Education Center.
- Will coordinate and implement a goal oriented plan for individual students, as required.
- Provides classroom assistance to instructors and supervise and help prepare for classroom activities.
- Perform clerical and assist in other duties as needed from Education staff.
- Will coordinate and conduct staff meetings and trainings as specified.
- Will perform other related duties as assigned.

Supervisory Responsibilities: The Summer Enrichment Program Coordinator will monitor and coordinate with the Summer Enrichment Program Staff to ensure that students are well-supervised and safe.

Competencies: In order to perform this job effectively, the coordinator needs to demonstrate the following competencies.

- **Decision Making** – the individual must be able to identify and resolve problems in a timely manner and gather and analyze information objectively to render a fair and responsible decision.

- **Interpersonal Skills** – the individual must maintain confidentiality, remain objective and exhibit a willingness to try new things.
- **Oral Communication** – the individual must speak clearly and effectively in both positive and negative situations, communicate well within a team dynamic and must be able to conduct staff meetings.
- **Customer Service** – the individual must exhibit excellent customer service skills with internal and external customers in a friendly and courteous manner.
- **Time Management** – the individual needs to be able to prioritize and plan work activities in a timely manner and develop realistic action plans.
- **Goal Oriented** – the individual must demonstrate accuracy and thoroughness in order to work efficiently and effectively in order to accomplish program goals and objectives.
- **Adaptability** – the individual needs to be able to adapt to any changes in the work environment and be able to manage competing demands and must be able to deal with unexpected changes, delays and/or unforeseen events.
- **Reliability** – the individual must be consistently punctual, follows instructions, response to management direction, response positively to criticism and solicit feedback to improve performance.
- **Organized** – the individual must be able to organize and maintain student files, plan and execute student activities, submit reports and maintain an organized workspace.
- **Motivated** – the individual must be able to inspire themselves and others in order to get the job done and follow through with tasks.

Experience and Education:

- Experience in the tutoring program and/or experience in the coordination of youth programs.
- The individual must possess a valid CA Driver's License and be insurable under the Tribe's Insurance.
- Must possess an acceptable level of study in the fields of Mathematics, English, Science and History.
- Knowledgeable of computer hardware and software applications; MSWord, Excel. Possess the following technical skills; word processing, internet competencies, database/spreadsheet knowledge.

Requirements:

- Must demonstrate and live a healthy lifestyle, and maintain a lifestyle consistent with mentoring capabilities.
- Must be able to work effectively with and relate to Native American students in grade levels 1st through 8th.
- Must be willing to participate in education related activities within a classroom setting, outdoors and on field trips.
- Must be able to work independently and exercise initiative, tact and good judgment.
- Show proof of having had a current TB Skin Test and if requirements are not current; must submit to and pass a TB Skin Test before employment and be maintained annually.
- Comply with the Drug-Free Workplace Policy and a Criminal Background Investigation and will submit to any random drug testing while employed.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.