Position: Youth Activities Specialist
Department: Education
Supervised by: Education Director
Pay Range: T-5 $15.45-$21.63/Hr.($32,136-$44,990/Annually) DOQ
FLSA: Non-Exempt, Hourly, Full Time

Position Summary: Responsible to plan and implement activities, including but not limited to athletic events, outdoor field trips, college visits, cultural events, and other trips that will enhance education achievement and life experience of students. Will oversee and supervise the Youth Activities Assistant.

General Responsibilities:
- Coordinate services for youth, parents, and staff at the Education Center.
- Coordinates and plans programs for youth, parents and staff.
- Participate in Tribal Community events and assist the Community Project Coordinator on an as needed basis.
- Compile and maintain records of events and activities, maintain student contact log for monthly and quarterly and yearly reports.
- Plans and conducts outreach services to parents and families.
- Maintain a list of community resources to assist parents in helping their youth with resources in education and activities.
- Will compile research to disseminate information to students and parents regarding academic achievement.
- Provide written reports to the Director regarding activities.
- Attend meetings and workshops as required.
- Completion of projects as assigned.

Supervisory Responsibilities: Youth Activities Assistant

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Decision Making—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- Interpersonal Skills—the individual maintains confidentiality, remains open to others’ ideas and exhibits willingness to try new things.
- Oral communication—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.
- Written communication— Ability to write clear and concise reports, memoranda, directives and letters.
- Customer Oriented – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
• Time Management—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
• Detail Oriented—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
• Adaptability—the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
• Reliability—the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
• Organized—the individual keeps clean and organized workspace and projects.
• Motivated—the individual inspires self and others about them to get the job done and follow through on tasks.

Experience and Education:
• 2 Years of College preferred or equivalent of 2-3 years’ experience working with Native Youth
• Experience working with Native American Students in different areas.
• First Aid and CPR certifications preferred; willing to obtain upon hire.
• The individual must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.

Other Requirements:
• Skills in working with children and families.
• Good verbal and grammar skills.
• Must be computer literate.
• Must be able to work weekends and Holidays as necessary.
• Must possess valid Driver’s License and be insurable under the Tribal Insurance.
• Comply with the Drug-Free Workplace Policy and a Criminal Background Investigation
• Will be required to submit to TB skin test.
• Pass a pre-employment drug screen and be subject to random drug testing throughout employment.

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: