



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368



JOB TITLE: Youth Coordinator
SUPERVISOR: Youth Program Manager
ORGANIZATION: Quileute Tribe
LOCATION: La Push, WA
SALARY: DOE/Q
OPENS: October 31, 2018
CLOSES: Until filled

POSITION SUMMARY:

The Teen Center Coordinator is responsible for overseeing the management, and implementation of the Quileute Tribal Youth Program and its associated activities. The purpose of the Quileute Tribal Youth Program is to provide out of school support and activities for Quileute community youth including but not limited to: academic and tutoring services, sports and recreational activities, arts and culture, community engagement, educational enrichment opportunities, drug/substance and alcohol awareness and prevention, and youth leadership. Through these activities it is hoped and believed that program goals to reduce juvenile delinquency, to reduce school dropout rates, and to reduce substance and alcohol use among teens will be reached.

DUTIES AND RESPONSIBILITIES:

- Supervising the youth coordinator assistant
- Perform assessment services and surveys to determine needs; implement appropriate curriculum and activities from determinations.
- Coordinating and supervising regular weekly, evening, and weekend activities among all programs that support youth, e.g. schools, prevention services, other youth programs, community events/activities, etc.
- Overseeing the Youth Program Advisory Board and its meetings.
- Partnering with community programs and outside agencies to provide services
- Assisting with and overseeing program development
- Coordinate, transport, and supervise youth trips.
- Assist and lead physical and recreational activities
- Assist youth with homework and school projects
- Document incidents, injuries, and disciplinary action occurring at the teen center and during youth program supervised activities
- Collect and record data on program activities and youth participation

QUALIFICATIONS:

- Associate's degree preferred and/or four years of experience working with at risk youth.
- Experience working in a Tribal setting is preferred.
- Supervisory experience is preferred.
- Must have an awareness of substance abuse, mental health, family challenges, teen pregnancy, sexual assault and domestic violence.
- Must have demonstrated skills in handling sensitive issues in effective, confidential and compassionate manner.
- Ability to communicate effectively, oral and written.
- Demonstrate excellent organizational and self-motivation skills.
- Bring together resources to support youth activities.

SPECIAL REQUIREMENTS:

- Must pass criminal background check.
- Must have and retain valid Washington State Driver's License.
- Proof of clean driving record, available from the Washington Department of Licensing.
- Must obtain CPR/First Aid Card
- Must have or obtain food handler's card within first 3 months of employment.
- Experience and knowledge working with Microsoft Office including word, excel, and PowerPoint.
- Must be able to perform and carry out physical/recreational activities

Must adhere to Personnel Policies and Drug and Alcohol Policies. All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

HOW TO APPLY:

Please submit a resume, cover letter and the Quileute Tribe application to the address listed below. Incomplete applications will not be considered. Applications can be obtained at www.quileutenation.org/job-openings/

The Quileute Tribe Ms. Gina Gonzales-Leva
HR Director Department of Human Resources
P.O. Box 279
La Push, Washington 98350

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25, U.S. Code Sections 472 and 473), there will be no discrimination in the selection because of race, color, age, sex, national origin, physical handicap, marital status, politics, membership or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant or other Native American or Alaskan Native.