



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 ANNOUNCEMENT

JOB TITLE: Youth Coordinator Assistant
SUPERVISOR: Youth Coordinator
ORGANIZATION: Quileute Tribe
LOCATION: La Push, WA
SALARY: DOE/Q
CLOSES: **Until Filled**

POSITION SUMMARY

The responsibility of this position is to assist in planning, coordinating, and monitoring organized out of school recreation, educational enrichment, and cultural activities and events. In addition, the Youth Assistant will be responsible for coordinating, transporting, and supervising youth trips as opportunities arise. Hours of operation will be flexible according to program events, school breaks/holidays, and scheduled youth trips. The Tribal Youth Coordinator Assistant reports to the Tribal Youth Coordinator.

This is a grant funded position (2 years).

DUTIES AND RESPONSIBILITIES:

- Working irregular hours, shifts, weekends, holidays and evenings will be required.
- Coordinate, transport, and supervise youth trips.
- Assist and lead physical and recreational activities including hiking, open gym, sports and outdoor games.
- Assist youth with homework and projects.
- Ensure safety first and monitor all children when playing.
- All injuries that may occur will need to be in writing within a 24-hour period.
- All disciplinary actions pertaining to children will need to be brought to the youth coordinator.
- Disseminates notices of Youth Program activities by monthly calendar, social media, and flyers.
- Assists in procuring supplies for youth program as needed.
- Assists with data entry/recording of program activities.

QUALIFICATIONS:

- Must have High School Diploma or a G.E.D Certification
- Must have a Valid Washington State Driver's License Proof of clean driving record, available from

- the Washington Department of Licensing.
- Must obtain CPR/First Aid Car
 - Must pass criminal background check.
 - 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

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Have experience successfully working with Native American communities or diverse populations and youth.
- Knowledge of cultural traditions, skills, and practices.
- Ability to understand oral and written directions and work in a self-directed manner.
- Knowledge of common group games, and skills in providing recreational leadership and supervision.
- Ability to communicate and establish a good rapport with children, teenagers, and adults, and maintain a good working relationship with the children's parents, staff, and all the Quileute Community member.
- Familiarity of social media.

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 details as necessary to describe the principle functions of this job, level of knowledge and skill 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

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.