



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



JOB TITLE: Youth Coordinator Assistant

SUPERVISOR: Youth Program Manager

ORGANIZATION: Quileute Tribe

SALARY: \$16-21/hour, DOE, DOQ

Opens: August 3, 2021

Closes: Until Filled

This position is depended on grant funding.

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.

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 during the Assistant supervision period 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 food and supplies for youth program as needed.
- Assists with data entry/recording of program activities
- Manage YOP youth summer employment program.

QUALIFICATIONS:

- Must have a Valid Washington State Driver's License
- Must pass criminal background check.
- Must have or obtain food handler's card within first 3 months of employment

- Must have or obtain basic First AID/CPR certification 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:

- Associates Degree preferred in a related field preferred and previous experience working with at-risk youth and families.
- 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.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the 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.

Special Requirements: Must have and retain a valid Washington State Driver’s License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

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 Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

GENEROUS BENEFITS PACKAGE:

- Employer paid medical, dental, vision package.
- Employer supported 401K.
- Employer paid life insurance.
- Paid holidays
- Professional development assistance
- Employee Assistance Program

HOW TO APPLY

Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Or via email: hr@quileutenation.org

Ensure your Application contains:

1. Quileute Tribal Application
2. Cover Letter
3. Resume
4. Driver's License
5. Tribal Enrollment Verification
6. Credentials
7. Certification(s)
8. Diploma(s): High School, College
9. Unofficial Transcript(s)
10. Writing Sample(s)

NOTE: Incomplete applications will not be considered.