



# 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 Description

## Youth Program Assistant

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

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

**Ensure your application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, if applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

Position: **Youth Program Assistant**  
Supervisor: Youth Program Manager  
Location: Human Services  
Work Info: Full Time: 40 Hrs/Week  
Salary: DOQ/E (16-21Hr)

**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 Program 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 Program Assistant reports to the Tribal Youth Manager.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- 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 youth 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 the youth will need to be brought to the Youth Program Manager.
- 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.
- Other duties as assigned.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Excellent computer skills including knowledge of Microsoft Office products, Outlook and Microsoft Teams
- A working knowledge of youth services and programs available through Tribal, State, Federal and private agencies
- Thorough knowledge of Confidentiality
- Knowledge of the Quileute Community and understanding of Tribal government and Tribal Sovereignty
- Must have excellent written, communications and organizational skills
- Must be able to prioritize and plan work activities, develop realistic activity plans, and have effective time management skills

- Ability to handle multiple tasks and meet deadlines
- Must possess a history of excellent work attendance

**WORK ENVIRONMENT:**

- Most of the work is conducted in an office environment, however, there will be periods of time spent assisting with youth activities.
- Occasionally work involves intervention of youth that may have a conflict or emotional situation.
- Frequent interruptions.

**PHYSICAL DEMANDS:**

- Position may have long periods sitting at a desk for extended periods of time and use of a computer screen.
- Occasional driving to meetings or assisting with youth activities, at times requiring prolonged periods in a vehicle.
- Ability to lift up to 50 pounds.

**SUPERVISORY RESPONSIBILITY:**

NONE

**QUALIFICATIONS:**

**Required Qualifications:**

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

**Minimum/Preferred Qualifications:**

**GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principal 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 Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**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.

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