



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
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JOB DESCRIPTION

Youth Spirit Assistant Project Manager

Job Description

The Swinomish Indian Tribal Community is recruiting a part time program assistant manager for the Youth Spirit five-year youth health and wellness program. The part-time (20 hours/week) program assistant will assist in organizing and facilitating educational, recreational, and therapeutic activities with the Swinomish youth.

The assistant manager will be responsible for: (1) attending trainings to ensure understanding of program goals and evaluation procedures; (2) assisting the program manager in publicizing, recruiting, and implementing Youth Spirit program curriculum and activities with Swinomish youth; (3) supervising after school and summer activities. The Program assistant works under the supervision of the Youth Spirit Project Manager.

Minimum Qualifications

Experience with and sensitivity to working with different cultures, minimum of three years' experience implementing a youth program for adolescents and teenagers, teaching or training experience. Job candidate must have enthusiasm for working with adolescents, desire to educate youth about health and wellness, ability to coordinate with different groups and individuals, ability to plan and carry out activities.

Salary

\$15 /hour for 20 hours/week for the five year program.

Application

Must be able to pass a successful criminal background check and drug test. Request an application and job announcement by calling 360-466-7347 or 466-1216, or email aiedwards@swinomish.nsn.us or gcerrillo@swinomish.nsn.us. Send cover letter, resume and application to **Swinomish Indian Tribal Community, Human Resources, 11404 Moorage Way, La Conner WA, 98257.**