



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

JOB DESCRIPTION

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

Job Title: Youth Center Program Assistant II.

DEPARTMENT: Youth Center.

POSITION SUMMARY

Under the direction of the Youth Center Director Supervises, the Program Assistant interacts and serves youth of various ages during scheduled youth center programmatic activities both within the Youth Center and on outings as needed. Assists and collaborates in the planning, organizing and implementing of activities for the year-around community events.

ESSENTIAL DUTIES AND RESPONSABILITIES:

- Helps prepare, arrange, shop, clean, organize, order, maintain equipment, activity areas and materials for all activities and outing for youth kindergarten to 12th grade involved in all Tribal Youth Center program activities.
- Reviews, coordinates, collaborates and/or assists in implementing daily, monthly and yearly schedules, calendars, and activity plans.
- Interacts professionally and supportively with staff members, youth, and their families.
- Promotes and model's safety, fitness, health, good choices/decision making and nutrition practices.
- Helps arrange, shop, prepare for and serve appropriate snacks/meals when applicable.
- Adheres to safety regulations and health standards of youth in their care. Uses required safety equipment and observes safe and healthy work procedures.
- Provided transportation for youth in afterschool activities, conferences, cultural events, lessons, sports, camps both to and from the Youth Center
- Responsible for tracking and turning all accounting documentation for Youth Center programmatic fees, invoices, check requests, reconciliation, credit card payments, etc.

- Assists supervisors with all programmatic and granting requirements in a timely manner of reporting, budgeting, tracking, data collecting, service delivery, and implementation of all youth prevention activities.
- Leads, coaches, supervises, assists, guides, monitors, and helps to teach all youth when in the care of youth center staff.
- Provide referrals to youth and families when necessary or appropriate to other agencies, departments, or providers to ensure that the youth and family gets the support and resources when needed.
- Ability to work independently and as part of a team.
- Establishes and follows procedures and policies for the safety and health needs of youth K-12th grade
- Responsible for maintaining and operating audio and visual equipment
- Work effectively and provides support to other departments and staff to achieve Tribal goals as needed.

MINIMUM QUALIFICATIONS

- Degree required for this position-high school/GED certification.
- Must have at least five (5) to ten (10) years of experience working with children from K- to 12th Grade.
- Food Handlers permit required yearly
- CPR (yearly) and First Aid training required (every 2-3 years)
- QPR suicide prevention training
- Valid driver's license on file to drive a 15-passenger van

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent oral and written communication skills.
- Working knowledge of conflict resolution
- Experience in time management, scheduling oversight, and program activity implementation
- Experience in overseeing and building healthy relationships with youth K-12th grade
- Ability to effectively manage students one-on-one, in small and large groups, both within the Youth Center as well as scheduled programmatic outings.
- Requisite experience with procurement, use, and management of office equipment and computers.
- Experience in creating healthy and recreational program activities and oversight of youth
- Ability to maintain a positive attitude and work ethic.

WORK ENVIRONMENT AND TIME COMMITMENT:

- Work is performed primarily indoors with occasional outside office work as required.
- Must be able to stand long periods of time. Walking, stooping, carrying, bending and sitting on the floor are often work-related parts of the job.
- Withstand a moderate noise level
- 40 hours per week, this is a full-time position.
- Work schedule may be flexible, primarily after school hours but evenings and weekends can be expected as needed

The personnel policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Youth Center Assistant I is considered to be an exempt "Standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____

Supervisor: _____