

## **Little Traverse Bay Bands of Odawa Indians Job Posting**

**Job Title:** Youth Services Coordinator  
**Department:** Youth Services  
**Reports To:** Tribal Administrator  
**Status:** Exempt  
**Salary Range:** \$15.13 to \$20.47 per hr. / (\$31,475 to \$42,584) Annual  
**Level:** 4  
**Opens:** October 24, 2014  
**Closes:** November 14, 2014

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### **SUMMARY**

Under the supervision of the Tribal Administrator, the Youth Services Coordinator is responsible for planning, and coordinating youth activities with a strong focus on youth leadership development, and coordinating with other LTBB departments on youth related programming. This will include evaluating current youth-related programs, and building and continually improving the Youth Program. This position supervises the Youth Assistants (in conjunction with the PEACE Grant).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** are as follows. Other duties may be assigned:

- Have vision for LTBB Youth Program and develop strategic plan, with goals and objectives to achieve vision.
- Develop, organize, coordinate, and sustain a LTBB Youth Council.
- Plan, organize, and participate in working groups to assist with coordination of youth programs, events and recreational activities, such as after school programs for elementary and high school youth, summer programs, teen leadership activities, sports teams, cultural field trips and state and national youth meetings.
- Manage and implement budget for youth services.
- Staff management and scheduling.
- Supervise the Youth Assistant, including giving and monitoring work assignments and evaluating performance, per PEACE Grant guidelines.
- Must keep accurate documentation of grant activities.
- Recruit, train, and supervise staff and volunteers as necessary.
- Represent LTBB Youth Program and network with the general public, school district administrators, teachers, program participants, staff directors and community groups. Prepare and do group presentations as requested.
- Evaluates programs and activities as assigned and makes recommendations for changes.
- Establishes and administers youth program policies and procedures, and communicates them to program participants, parents and staff as applicable.
- Ensure accurate recordkeeping and prepare weekly and quarterly statistical or narrative reports as requested for administration or grant purposes.
- Develop, organize, coordinate and sustain a mechanism for parental input in Youth Services programming.
- Maintain database of parent and family contacts for continuity purposes.
- Attend trainings and professional development opportunities as appropriate.

- Ensures that program services and all staff (volunteers) are in compliance with all appropriate rules and regulations.
- Foster and develop youth leadership and community service programming.
- Performs related duties as assigned.

**OTHER ESSENTIAL SKILLS AND ABILITIES**

- Be a self-starter with excellent organizational and time management skills to effectively coordinate multiple projects and duties with absolute attention to detail.
- Able to work a flexible schedule that includes some nights, days, and weekend hours.
- Be an effective communicator who is comfortable networking and building relationships in group and one-on-one settings.
- Be comfortable with public speaking with various audiences.
- Strong analytical and organizational skills.
- Knowledge of Anishanaabe traditions and customs.
- Knowledge of young adult program activities, hobbies and athletics.
- Knowledge of the principles and practices of youth and young adult program planning, development and administration.
- Knowledge of the principles and practices of young adult training, tutoring and counseling.
- Must show strong leadership and personal integrity.
- Ability to design, administer, and evaluate community needs assessments.
- Skills and experience in budget preparation and fiscal management.
- Advanced verbal and written communication skills and the ability to present effectively to various size groups.
- Knowledge of computer software programs, including spreadsheets, database and word processing. Must be able to navigate on the internet for program research, resource identification and successful proposal submittal.

**EDUCATION AND EXPERIENCE**

Bachelor’s Degree preferred and two (2) years documented supervisory experience working in youth programming. Associates Degree and four (4) years documented supervisory experience in youth programming may be considered.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess valid driver's license, be insurable, and have reliable transportation at all times. Must have a valid class B CDL or be willing to get one within thirty (30) days of hire. Must maintain current certifications in CPR and First Aid from a certified training organization.

**COMMENTS**

Indian Preference will apply. Must pass extensive background investigation including meeting provisions set out in PL 101-630 (Indian Child Protection and Family Violence Prevention Act).