

LOWER BRULE SIOUX TRIBE LOWER BRULE BOYS & GIRLS CLUB JOB ANNOUNCEMENT

JOB TITLE: Youth Development Coordinator/Teen Unit

JOB CLASS/SALARY: D.O.E.

JOB SUMMARY: Will work with youth age 13 – 18. Will be responsible for implementing programming for the Boys & Girls Club Teen Unit. The coordinator should possess skills in three essential areas; implementing activities for youth and related components; leading and/or implementing Boys & Girls Club programming; and completing administrative tasks.

ILLUSTRATIVE DUTIES & RESPONSIBILITIES:

- Develop, implement and coordinate all components of assigned programming, such as the Keystone Program.
- Recruits participants.
- Prepare periodic program reports; manage attendance and program database.
- Evaluate prevention programs on a continual basis. Respond to staff and member needs and address their gender and cultural diversity.
- Develop positive relationships with members.
- Facilitate discussion groups with club member's parents and other community members.
- At all times, act as a role model for youth and other staff, including modeling healthy lifestyle behavior.
- Follow discipline procedures to keep club safe and positive.
- At all times, ensure club is clean, safe and fun.
- Follow all requirements for purchasing, personnel, general operations, etc., established by the Boys & Girls Club administration.
- Attend required trainings.
- Attend and work special club events and fundraisers.

- May be assigned other duties, as requested by supervisor.

QUALIFICATIONS REQUIREMENTS (Knowledge, Skills & Abilities):

- A high school diploma or GED (Generalized Equivalency Diploma) is required.
- A preferred minimum of three years experience working with youth.
- Management abilities, leadership skills and an understanding of group dynamics.
- Knowledge of youth development.
- Computer skills.
- Ability to relate to children and to maintain good relationships with parents and the community.
- Retain positive relationships with supervisor, coworkers, and administration.
- Maintain positive relationships with club members, parents, and all collaborative partners.
- Strong communication skills, both verbal and written.
- Demonstrated ability to organize, direct and coordinate activities and programs for youth.
- Must have a valid SD state driver's license.
- Must pass a background investigation, prior to employment.
- Must pass a drug test, prior to employment.

TO APPLY, submit a tribal application/ resume' to:

**Lower Brule Sioux Tribe
Human Resources Office
187 Oyate Circle
Lower Brule, SD 57548**

OPENING DATE: 01/22/2024

CLOSING DATE: 02/05/2024