

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

JOB TITLE: Youth Development Coordinator

JOB CLASS: DOE

JOB SUMMARY: Reports to Executive Director. Employee will work with youth, ages 6 – 12. Employee will be responsible for implementing programming for the Boys & Girls Club. The Coordinator should possess in the 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 Keystone Program.
- Recruit 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 members' 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.
- Other jobs as assigned.
- Attend required trainings.
- Attend and work special Club events and fundraisers.

- Retain positive and professional relationships with supervisor, co-workers, and administration.
- Maintain positive relationships with club members, parents and all collaborative partners.
- May be assigned other duties as requested by supervisor.

QUALIFICATIONS REQUIREMENTS (Knowledge, Skills & Abilities):

- AA degree; a successful completion of two (2) years of post secondary education or training, or the equivalent of five (5) years or more of job related experience.
- A preferred minimum of three (3) years experience working with youth.
- Knowledge of youth development.
- Management abilities: leadership skills and an understanding of group dynamics.
- Computer skills.
- Strong communication skills, both verbal and written.
- Ability to relate to children and to maintain good relationships with parents and the community.
- Demonstrated ability to organize, direct and coordinate activities and programs for youth.
- Must possess a valid S.D. state driver's license.
- Must be drug and alcohol free.
- Must be able to pass a background investigation, as required for working with children.
- Must be able to pass a drug test, prior to hire.

TO APPLY, submit a completed tribal application to:

Human Resources Department

187 Oyate Circle

Lower Brule, SD 57548

OPENING DATE: 01/22/24 CLOSING DATE: 02/05/2024

REMINDER: Please ensure that all required documents are attached to your application i.e. high school diploma, college transcripts/degree and any work experience/vocational training that will help qualify you for this position, and driver's license, etc. before submitting to Human Resources. You will receive credit only for what documents you submit.