



Ho-Chunk Nation

Job Description



TITLE: Youth Coordinator		JOB CODE: YOUC	
GOVERNMENT-EMPLOYEE		EEO: 6	PAY GRADE: 10
Non Exempt	No Flex	FUNDING SOURCE: NPD	HO-CHUNK PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

"This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment."

POSITION OVERVIEW

The primary goal of the Youth Coordinator will be to focus on youth development and organizing activities to enhance and empower youth to learn about healthy lifestyle choices. Responsible for planning, implementing and evaluating activities and events that address prevention, culture, leadership, community service, recreation, physical activity and life skills.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Develop a tracking system for youth development to monitor participants at the beginning of the new school year.
2. Develop a list of age appropriate activities for K-12 on a monthly basis. Activities should fit in the categories of prevention, culture, leadership, community service, recreation, physical activity and life skills.
3. Utilize the center's database to monitor youth attendance.
4. Plan a family fun night once a month.
5. Create a monthly calendar to include activities, ages, contact information, hours of operation and subject to change.
6. Assist youth and their families in locating appropriate resources for their needs.
7. Supervise youth at all times during all youth activities and events with a positive attitude.
8. Assist in the after school program or assist in the schools monthly.
9. Seek parental participation on a monthly basis.
10. Coordinate with other relevant Ho-Chunk and non Ho-Chunk departments and programs, as well as outside entities on a monthly basis.
11. Develop and submit monthly, quarterly and annual reports as requested.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside customers, interfaces with inside customers



Freedom to Act	Subject to general input from supervisor, subject to regular review by supervisor
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MINIMUM QUALIFICATIONS

EDUCATION:

1. High School Diploma or equivalent.

ESSENTIAL:

1. Must adhere to all applicable confidentiality laws.
2. Must lead a non-abusive lifestyle; alcohol-free, substance-free, and free of domestic violence required throughout employment.
3. CPR certified or must be certified within 90 days of hire.
4. Must maintain a valid Wisconsin driver's license, dependable transportation, and insurance.

EXPERIENCE:

1. Two (2) years' experience working with youth in a structured program.
2. Working experience facilitating youth discussion groups.
3. Working experience with Microsoft; Outlook, Word, Excel, Access, PowerPoint and Publisher.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Extensive knowledge about the Youth Services Division and its organizational structure.
2. Must have knowledge of Ho-Chunk or Native American culture and traditions.
3. Ability to assist the youth with personal conflicts in a positive, productive manner.
4. Ability to organize activities in small and large group settings, activities can be presentations, conferences and overnights.
5. Must serve as an advisor to youth council. Create and maintain a youth council to empower the youth to use their voices to make positive change.
6. Must be reliable, dependable, organized, self-motivated, show initiative, and have strong interpersonal skills.
7. Ability to communicate effectively in writing or orally.
8. Must possess good decision making skills.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Must know youth head count at all times.
3. Must have appropriate youth to staff ratio that is age appropriate.
4. Maintains a classroom and transportation safe and healthy work place conditions.
5. Must ensure safe and healthy work place at all events, activities and trips.

WORKING CONDITIONS

1. Office setting.
2. Classroom setting.
3. Transportation setting.
4. Large group setting.
5. Frequent travel as assigned.