



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Youth Activities Specialist
Department: Family Formation
Supervised by: Family Formation Director
Pay Grade: NE4 \$21.46-\$27.89 Hourly (\$44,627.90-\$58,016.27) DOQ
FLSA: Non-Exempt, Hourly / Regular; Full Time

Position Summary: Under general supervision of the Family Formation Director, the Youth Activities Specialist will assist the Family Formation Director with providing youth focused, family and community activities, including but not limited to athletic events, outdoor field trips, cultural events, Family Formation Gatherings, and other activities. The Youth Activities Specialist will assist with the implementation and management of the Summer Youth/Year-Round Youth OJT Program and per diem for sports and activities for the youth.

Indian Preference: *The Bishop Paiute Tribe is an Equal Opportunity Employer within the confines of the Native American Preference and the Bishop Paiute Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.*

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

ESSENTIAL DUTIES:

1. Assist the Family Formation Director in planning and implementation of activities, family season gathering, Family Formation workshops with sports, prevention activities and youth on-the job training program.
2. Request and submit bids for events.
3. Submits purchase orders, credit card purchases, reconciliation, facility requests and check requests.
4. Creates flyers, research curriculum, creates presentations and creates questionnaires.
5. Responsible for collaborating and outreach services to parents and families utilizing Typeform and Remind.
6. Handling phone calls from internal and external sources and refers to incoming calls as appropriate, take messages when needed.
7. Ordering supplies for all events, workshops, collaborations and organization of office.
8. Maintain a list of community resources to assist parents in helping their youth with resources in education and activities.
9. Assist with controlling and organizing supplies for events and other department-related files.
10. Maintain a list of community resources to assist parents in helping their youth with resources in education and activities.
11. Provides hands – on instruction/leadership, including but not limited to, in the areas of sports, recreation, arts and crafts or other family or other family formation and prevention activities.
12. Attends meetings, trainings, workshops, and assists with program wide events and site-based family.
13. Commits to continued professional development to acquire, hone, maintain, and/or advance the knowledge and skills needed for optimal job performance.
14. Other duties as assigned by management.

SUPERVISORY RESPONSIBILITIES: N/A

EDUCATION AND EXPERIENCE:

- High School Diploma or GED required.
- Two years of experience working with families is required.
- Experience in planning and implementation of workshops for families and youth.

- Knowledge of Microsoft Office programs, the internet, and various uses of electronic technology for information and data management
- Relevant combination of experience and education may satisfy education experience.

OTHER REQUIREMENTS:

- Must be able to work weekends, evening and holidays as needed.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.
- Must have a valid Driver License and be insurable under the Tribe's existing automobile insurance policy.
- Must comply with the Bishop Paiute Tribe's organizational policies and laws.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

1. *Decision Making* – the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
2. *Interpersonal Skills* - the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things; ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
3. *Analytical Skills* - Ability to analyze operational, statistical and financial information and draw logical conclusions; compare and interpret facts and figures.
4. *Communication* – Ability to communicate clearly both verbally and in-writing; ability to write clear and concise reports, memoranda, directives and letters.
5. *Customer Oriented* – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
6. *Time Management* – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
7. *Detail Oriented* – the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
8. *Adaptability* – the individual adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
9. *Reliability* – the individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
10. *Organized* – the individual keeps clean and organized workspace and projects.
11. *Motivated* – the individual inspires self and others about them to get the job done and follow through on tasks.
12. *Technology Skills* – Operates various word-processing, spreadsheets, accounting, HR and database software programs in a Windows environment.
13. *Safety Oriented*- Observes surroundings to maintain a safe working environment for community members and co-workers.

PHYSICAL REQUIREMENTS

To perform this job successfully, the staff member must be able to perform each essential duty satisfactorily. The demands described here are representative of those encountered while performing the essential functions of the job.

- The employee regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands or arms; and talk or hear
- The employee occasionally is required to climb or balance; stoop, kneel, crouch or crawl.
- The employee may occasionally be required to lift and/or carry up to 50 lbs.
- Work is generally performed in an office setting and occasionally in an outdoor environment.
- Travel is required for training, meetings, conferences, presentations, and other events.
- Frequent driving to sites, training, and home visits sometimes in outlying areas.

I hereby acknowledge that I have read and reviewed this Job Description with my Supervisor / Manager. I also acknowledge that I have full and complete understanding of this Job Description and agree to the above noted job responsibilities/conditions.

Employee

Signature: _____

Date: _____

Manager/Supervisor:

Signature: _____

Date: _____