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10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

## Youth Activity Coordinator

*This position plans and holds youth events in order to service at risk tribal members, promote Eyak culture and provide fun activities for all community members. The incumbent is expected to work independently with groups of youth aged K-12 under the direction of the Cultural Center Director.*

This position receives detailed instructions on new projects and assignments, work is discussed frequently, and supervisor signs off on all activities.

**Team:** Cultural Center

**Reports to:** Cultural Director

**Salary Status:** Non-Exempt from Overtime

**Salary Range:** \$15.00 - \$18.00

**Schedule:** Part Time

**Last Revised:** January 2017

### Responsibilities/Duties

- Assists with maintaining database of NVE and other agency events open to youth.
- Assists with maintaining database of Tribal youth.
- Contacts Tribal Youth about upcoming events and other opportunities.
- Plans and holds youth activities and events.
- Assists with Native Youth Olympics.
- Acts as chaperone on trips and youth events.
- Organizes and runs the cultural day camp.
- Oversees Cultural Summer Intern and provides instruction on new projects and assignments.
- Miqwanwasag cultural day camp preparation with the Cultural Summer Intern.
- Leads youth through day camp activities.
- Coordinates with other Tribal Family Services departments and Cultural Center for youth activities.
- Other duties as assigned.

### Competencies (Knowledge, Skills and Abilities)

Good knowledge of computers, office equipment and Microsoft Office suite. Knowledge of traditional crafts. Ability to organize and plan events, knowledge of appropriate abilities for children of different ages. Ability to supervise others and give clear direction. Ability to lead, supervise and teach children, keeping them on task and ensuring appropriate, safe behavior. Ability to establish and maintain effective relationships with youth and co-workers. Ability to establish and maintain effective relationships with youth and co-workers. Ability to work with a supervisor, capable of using resources to carry tasks to completion. Good knowledge of motorized and non-motorized recreation vehicles. Ability to successfully pass a background check. Must be fingerprinted before starting work.

