



Cow Creek Government Office

Position Description

Position Title: Youth Development Specialist

Department: Education

Reports To: Education Director

FLSA Designation: Non-Exempt

Date Written/Revised: 8/19/15

Pay Grade: 9

POSITION PURPOSE: The Youth Development Specialist is responsible for administering and delivering programs for Cow Creek Tribal members Pre K – 8th grades. Additionally, this individual will develop and manage a comprehensive after school and summer youth program for grades 4 - 12 that integrates the resources of technology, culture, and learning into the program activities. S/he will develop and deliver early learning activities with the implementation of kindergarten readiness and early reading curriculum.

RESPONSIBILITIES:

1. Research and develop programs for youth

Main Activities

- Ensures a variety of cultural, craft, learning, and other program activities are planned and implemented
- Evaluate the effectiveness of programs
- Develop and foster healthy relationships with all Center members, their families, and the general public
- Analyze tribal and community demographics. Design activities of tribal youth and community to meet the analyzed data.

2. Plan and implement activities for youth

Main Activities

- Develop culturally based best practices programs necessary to deliver after school/out of school programs including kindergarten readiness and early reader's Round Circle Reading Time
- Work collaboratively with other Tribal programs in developing educational and cultural activities for tribal grades Pre K – 8
- Supervise and lead activities for youth Pre K – 8th grades
- Encourage local 4th – 12th graders to participate in the Expanding Horizons Youth Center after school program
- Initiate new and creative program activities that promote and stimulate program participation for after school and early learning youth
- Work in collaboration with the Education Director in providing Pre K – 8th grade youth educational opportunities

3. Promote youth programs

Main Activities

- Ensure that youth, parents, and schools are aware of available activities
- Engage parents regarding opportunities and expectations of Center members, as well as general Center participation
- Foster relationships among local schools, parents, youth, and community to enhance the development of the Expanding Horizons Youth Center
- Arrange for advertising of youth programs

4. Administer youth programs

Main Activities

- Prepare a plan for youth activities
- Record information on and prepare reports concerning youth programs, costs, numbers of participants, and equipment and facility use
- Provide monthly and yearly reports about youth programs and opportunities
- Oversee Youth Center Budget
- Provide guidance and role modeling to Center members
- Provide homework support and tutoring for youth
- Monitor and evaluate program achievement against target goals. Recommend modifications that respond to member needs and interests
- Work with Education Director to prepare and gather data for budget and outcome reporting
- Oversee the Youth Activities Committee and coordinate with the Education Director on budgeting and forecasting

5. Perform other related duties as required

QUALIFICATIONS:

- Bachelor's Degree supplemented with 2 years of work experience with youth and families
- Professional work experience above 5 years *may* be substituted for educational requirements
- Experience and belief in working closely with a team, including experience with group facilitation and networking; able to communicate well with multiple partners; welcoming and friendly; engaging and able to facilitate groups with diverse needs
- Knowledge and experience in working with budgets and forecasting the needs of the programs related to the Expanding Horizons Youth Center.
- Demonstrated ability in the development of programs, identifying measurements, and tracking outcomes
- Strategic thinker and doer
- Ability to work some evenings or weekends
- Working knowledge of office procedures, office equipment, and administrative functions
- Excellent individual and group communication skills (written and verbal); ability to apply these skills across a range of relationships and environments, among youth participants, co-workers, and other colleagues in the field
- Outstanding computer skills (particularly Microsoft Office programs) and proficiency in utilizing the Internet
- Ability to handle a variety of projects and assignments at once with attention to detail

- Demonstrated ability of desire for and comfort with young people; must be able to motivate youth and support youth self-determination while also creating and enforcing systems of accountability.
- Ability to write grants
- Demonstrated ability to develop, organize, implement, and maintain culturally based youth programs
- Valid Oregon Driver's license

Cow Creek Government Office
Position:

Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent – 34-66%. Occasional – 6-33%. Intermittent – 1-5%}

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1. **SITTING** – (Percent of time or hours per day? Surface? Foot Controls?) Frequent

 2. **STANDING** – (Percent of time or hours per day? Type of Surface? Duration at one time?) Frequent

 3. **WALKING** – (Percent of time or hours per day? Surface? Distance?) Occasional

 4. **POSITIONS** – (Can worker change positions frequently? Occasionally?) Occasionally

 5. **LIFTING & CARRYING** – (Weight? Type of object(s)? Frequency? Distance?) Occasional

 6. **PUSHING/PULLING** – (Weight? Type of object(s)? Times per hour? Distance?) Occasional

 7. **REACHING/HANDLING** – (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) Frequent

 8. **BENDING/SQUATTING** – (Frequency? From Waist? Knees? Duration?) Occasional

 9. **TWISTING** – (From what body part(s)? Frequency? How far? Work being done?) Occasional

 10. **CLIMBING** – (Height? Slope? Number of steps? Frequency? On what? Ladder?) Intermittent

 11. **CRAWLING** – (Surface? Frequency? Distance?) Intermittent
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ENVIRONMENTAL FACTORS – (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.) Job is performed inside 90% of the time.

— Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
— Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
— Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
— Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
— Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.