

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Coordinator II (Makah Youth)**

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<b>EXEMPT:</b> No	<b>JOB CODE:</b> 4-TS T6
<b>TARGET SALARY:</b> \$14.93 to \$17.56/DOQ	<b>SHIFT:</b> Flex 9 a.m. to 6 p.m.
<b>PROGRAM:</b> Community Health	<b>LOCATION:</b> Bayview Ave
<b>REPORTS TO:</b> Integrative Health Director	

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**SUMMARY:** Plans and implements cultural and recreational activities for community youth for prevention/intervention of drugs and/or alcohol. This position is directly responsible for the overall supervision and the day-to-day management of the Makah Youth Program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Establish a youth advisory group to provide a youth voice to plan meaningful youth program activities. Conduct meetings at least once per month to review services and activities and identify areas for improvement and unmet needs. Provide necessary support for youth advisory group to meet the objectives of their by-laws including but not limited to training on Roles and Responsibilities of Officers, and how to take minutes.

Develop policies, protocols and necessary infrastructure to ensure that the youth program is a well-rounded and developmentally appropriate.

Collaborate with other child-serving programs to maximize resources and identify cooperative approaches to meeting the needs of our youth, such as information sharing, coordination, and collaboration of care between individuals, families, and local agencies.

Plans, advertises, coordinates and conducts age appropriate activities for youth ages 5 to 18 years old in the Makah community. Promotes events and activities on the program's FaceBook page in addition to paper media, and provides a monthly article for the Whale Tale.

Prepares budgets to support program objectives and administers the program budget.

Seeks grant opportunities and assists with application.

Maintains program data base and participant demographic

Plans detailed monthly calendars of activities 3 months in advance to ensure supplies and staffing are available; submits to supervisor for approval. Ensures the monthly activity calendars are available to the general public.

Instructs, supervises, and interacts with children, adolescents, youths, in cultural, community, recreation, child development, education, prevention, and awareness programs.

Implements Makah Culture into programs, décor, and activities; coordinates closely with Hi'dasubac Initiative Cultural Specialist and/or the Makah Cultural and Research Center to ensure the content is accurate.

Implements necessary precautions to assure general program participant physical safety at all times.

Provides a safe and nurturing environment for youth; implement standards for zero tolerance for bullying.

Promotes a positive environment through the use of good social skills and application of STIHC and Makah Tribe Core Values.

Drives Youth Program vehicles and supervises off-site recreational activities and trips; prepares Travel Requisitions for Program staff as necessary.

Maintains required records and prepares reports of attendance and program activities; submits monthly, quarterly and annual statistical and narrative reports as required to supervisor.

Provides a clean, safe and enjoyable environment for youth to play and grow in; provides custodial facility maintenance.

Administers First Aid for minor injuries; follows Program procedures in cases of more severe medical needs.

Regularly inspects youth center property, equipment, vehicles and materials to assure safe and proper working condition; submits maintenance request when appropriate.

Answers department's main reception telephone, assists walk-in customers, and participants.

Develops and maintains supply inventory system; completes order forms, Purchase Requisitions, and Check Requests for necessary supplies and submits to supervisor for approval.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises up to two staff members in the program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees planning, assigning, addressing complaints and resolving problems.

### **QUALIFICATIONS**

#### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED).

Associate's degree (A. A.) or equivalent from two-year college or technical school preferred.

Must have a minimum of one year program management experience.

Must have a minimum one year supervisory experience.

Must have minimum of one year experience working with children

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Washington state Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must have First Aid/CPR certificate or the ability to obtain within 90-days from hire date.

### **OTHER SKILLS AND ABILITIES**

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining appointment calendars and schedules, tickler files, setting up meetings and conferences, etc.

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, and email. Additional software program experience is preferred.

Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

Ability to listen, observe and record a variety of information.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Knowledge of tribal procedures and ability to perform work and accomplish tasks in accordance with established policies and procedures, practices, and priorities, of the office and Tribal organization.

Must have knowledge of Makah Culture, sensitivity towards needs of clients, community, and Indian children.

Ability to establish and maintain effective working relationships with staff, clients, private and governmental agencies.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

### **SPECIAL REQUIREMENTS**

**Immunization Requirements:** Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases. All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have a follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

**Special Consideration:** if you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

### **SPECIAL WORK SCHEDULE:**

This is a full-time Flex position, it is not a 8:00 a.m. to 5:00 p.m. Monday - Friday, it will work shifts, evenings and weekends, holidays as well as some weekday hours, schedule to be determined by the Integrative Health Director.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

## **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

## **APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Human Resources  
P.O. Box 115  
**71 Makah Bay Drive**  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [katherine.thompson@makah.com](mailto:katherine.thompson@makah.com)

**OPEN: May 29, 2019**  
**CLOSE: June 11, 2019**

## **IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.