

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Coordinator II (Boys & Girls Club of Makah Tribe)

EXEMPT: No	JOB CODE: 4-TS T6
TARGET SALARY: \$15.38 to \$18.09/DOQ	SHIFT: Flex 9 a.m. to 6 p.m.
PROGRAM: Community Gym	LOCATION: Bayview Ave
REPORTS TO: Manager (Community Gymnasium)	

SUMMARY: Plans and implements activities and services that prepare youth for success and creates an outcome-driven Club experience that facilitates achievement of youth development outcomes. This position is directly responsible for the overall supervision of the day-to-day management of the Boys and Girls Club of the Makah Tribe.

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 monthly meetings to review services and activities and identify areas for improvement and unmet needs.

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 quarterly article for the Whale Tale.

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

Seeks grant opportunities and assists with application.

Revised 10/99 - 11/06/02 - 06/09/03
06/18/05 - 12/06/06 - 04/14/08
04/13/09 - 08/12/14
Reclass 02/24/16
Revised 04/20/16
Revised 09/15/22

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

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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

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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.

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

Must have a Food Handler's permit or the ability to obtain within 90-days from hire date.

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

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 fully immunized against COVID-19 and provide documented proof of vaccination prior to 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 Community Gym Manager.

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:

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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

OPEN: September 22, 2022
CLOSE: October 6, 2022

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.