PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES

12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7306

JOB ANNOUNCEMENT:
The Penobscot Nation is seeking applicants for the following position:

OPENING DATE: October 20, 2016

CLOSING DATE: Until suitable candidate is found

YOUTH PROGRAM LEAD

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JOB STATUS:
Youth Program Lead
Career Field: Program Staff
Pay Range: $10.00 per hr.
Term: REGULAR, PART-TIME
Classification: 20 hours
CATEGORY: B

LOCATION:
Penobscot Nation
Social Services

Indian Island, ME 04468

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BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

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QUALIFICATIONS REQUIRED: High School Diploma or GED Required. Previous experience working with youth preferred. Experience or the ability to coordinate and carry out youth activities preferred. CPR/First Aid training preferred. Background check, criminal record check and fingerprinting required. General knowledge or willing to gain knowledge in areas such as youth development, suicide prevention, substance abuse and the impact on families, child abuse/neglect, domestic violence/family violence, prevention programming and any other youth related issues. Must be able to attend trainings and workshops as necessary and be available to work evening and weekend hours. Must be 21 years of age or older. Must have a valid state of Maine driver's license. Candidate must undergo a character investigation, including a criminal background check as required by P.L. 101-630. Must have successful Tb test result. Must successfully pass pre-employment screenings as stated in Penobscot Nation policies and Procedures. Native American Preference will be adhered to in accordance with the Penobscot Nation personnel Policies and Procedures.

HOW TO APPLY:

- Applications available at the Human Resources Office or in the Secretary's Office At the Community Building, Indian Island, Maine. Applications are also available at www.penobscotnation.org
- Submit completed applications and resume along with certifications to the Penobscot Nation Human Resources Department – 12 Wabanaki Way, Indian Island, ME 04468
- For further information***, call 817-7306 or email at***
  Human.Resources@penobscotnation.org

Job Description

The Youth Program Lead is responsible for the development and implementation of programs that address the emotional, social, cognitive and behavioral development of youth. Programs can include, sports, cultural activities, nature activities, prevention skills, and educational activities. The Youth program Lead will provide activities in a clean safe environment and promote a healthy lifestyle, serving as a positive role model. The Youth Program Lead will also be responsible for maintaining attendance records, reporting any issues to the program director, and carrying out programs. All youth program employees are mandated reporters.

***ESSENTIAL DUTIES/RESPONSIBILITIES*:**

- Assists in the development, scheduling and implementation of age appropriate youth activities effectively and safely on a daily basis.
- Be actively involved and engaged in activities.
- Be able to work with special needs youth and follow behavioral guide created for youth.
- Assist in coordinating and planning field trips.
- Complete incident/accident report and notify lead to report to parent.
- Be able to communicate appropriately and effectively with youth, parents and community.
- Monitor the use of equipment, facilities and report any safety issues that need to be addressed to youth program manager.
- Assists in the development of mentoring and apprenticeship opportunities for the youth. Recruits appropriate volunteers/mentors for the youth program.
- To collaborate when appropriate and necessary with other tribal departments as well as other tribes.
- To assist in carrying out youth/community needs assessments and program satisfaction surveys.
- Performs other related tasks, as requested.