



Job Title: YOUTH COORDINATOR

Department /Office: Village of Sichomovi
Reports to Whom (title): CSA
Salary / Hourly Range: 27
Job Classification Code: 8810
Level of Background Check: 1B
Status: NON-EXEMPT
Driving Required: Yes, As Required
PD Revised: 09/02/2014

JOB DESCRIPTION:

The incumbent is responsible for developing and implementing youth enrichment programs and projects in the areas of education & training, recreation and social development, incorporating Hopi cultural values and practices for participants of the Sichomovi Youth Program.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Develops an assessment tool to determine the interests of youth in the areas of education & training, recreation and social growth.
2. Develops a data base of information for use in preparing reports and justifying proposal requests.
3. Prepares written project proposals, specifying financial needs and related resources for implementation and submits to supervisors for approval.
4. Implements approved projects and routine services to youth.
5. Evaluates project outcomes and routine services and take appropriate action for improvements.
6. Seeks partnerships with organizations for the expansion of existing services or implementation of new services.
7. Responsible for outreach and marketing through various means, including local radio, newspapers, newsletters, use of telephone and internet.
8. Seeks financial support from non-village sources.
9. Maintains inventory of all equipment and property of youth program
10. Transports youth to and from events.
11. Represents Sichomovi at various events.
12. Serves as a mentor for Sichomovi youth and for the reservation wide Youth Council.
13. Performs other duties as assigned or authorized to achieve office goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside of village office, youth, community members and the general public. The purpose of these contacts is to exchange information, develop partnership and foster a network of services.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is performed in both an office environment and outdoors. Office work requires standard safety precautions while around office equipment. Outdoor activities will require incumbent to hike, walk, jog along unmaintained trails, over open range and canyon terrain which may be physically strenuous. Incumbent must maintain a flexible schedule to meet program demands. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. **Required Education, Training and Experience:**
 - A. Education: High school education or Equivalency;
 - AND
 - B. Experience: One (1) years direct work experience planning/implementing youth programs;
 - OR
 - C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.
2. **Required Knowledge, Skills and Abilities:**
 - A. Knowledge:
 - Knowledge of political, cultural and socio-economic environment of Hopi
 - Working knowledge of youth program planning, implementation and evaluation
 - Working knowledge of effective counseling practices and group facilitation methods
 - Working knowledge of data collection and proposal writing
 - B. Skills:
 - Excellent verbal and written communication skills
 - Skill in developing evaluation systems to determine effectiveness of programs
 - Skill in grant research and writing proposals
 - Skill in organizing, supervising and mediating conflict
 - C. Abilities:
 - Ability to evaluate and expand youth activities/services
 - Ability to work independently and maintain discipline
 - Ability to develop positive working relationships with others
 - Ability to maintain confidentiality of information used in the performance of job requirements