



## YOUTH/ELDERLY PROGRAM COORDINATOR

Department / Program: Village of Sipaulovi  
Reports To: Community Service Administrator  
Salary/Hourly Range: 24  
FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED  
PD Revised: 03/22/2016

### **INTRODUCTION:**

This position is responsible for developing and coordinating educational, recreational and cultural activities for the youth and elderly in the Sipaulovi Community. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Assignments involve participant sensitivity and several phrases being pursued concurrently or sequentially with the support of others within/outside the organization. Decisions regarding what needs to be done include undefined issues requiring extensive probing and analysis to determine the nature and scope of the problems. The work requires continuing effort to develop programs, resolve unyielding problems, originate new techniques, ideas, etc.

### **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. Plans, develops, coordinates and implements the Youth and Elderly Programs by promoting social/health, cultural, recreational and educational activities for Sipaulovi Youth and Elderly. Coordinates program activities which include: originating ideas/plans for projects, staff supervision, evaluating and assessing the mission/goals/objectives of the programs, etc.
2. Collaborates with village members, other tribal/entities, I.H.S., B.I.A., federal and state agencies to develop and implement alcohol, substance abuse/inhalants and gang prevention programs/activities.
3. Prepares and coordinates publicity campaigns to promote events, activities and community awareness of the Sipaulovi Youth and Elderly Programs.
4. Seek outside funding; prepares and submits mini-grant proposals to funding agencies in support of the Sipaulovi Youth and Elderly Programs; Administers grant and completes reporting requirements.
5. Establish and maintains an effective and efficient records management system of documents and correspondence. Maintains strict confidentiality of sensitive records. Compiles and prepares accurate statistical narrative and progress reports/records of youth and elderly participation and/or service. Submits monthly progress reports to supervisor.
6. Recruits and supervises volunteers for the youth and elderly programs; assigns tasks/duties and oversees volunteers.
7. Performs other duties as assigned or authorized to achieve management objectives.

### **SUPERVISION RECEIVED:**

The supervisor provides continuing or individual assignments by indicating generally what is to be done with expected timelines and deadlines. The incumbent sets priorities in planning and carrying out assignments independently, referring unfamiliar problems/situations to the supervisor to decisions or help. Work is reviewed for technical accuracy and conformance with instructions, established policies and procedures.

### **PERSONAL CONTACTS:**

Contacts are with employees within/outside the immediate work area, villages, leaders, youth, elderly, families, schools, outside agencies/organizations and the general public. The purpose of these contacts is to exchange factual information. Contacts may at times become agitated and/or depressive due to participants and village member complaints.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

Work is performed in a standard office environment, village or other locations where activities may be scheduled. Physical participation in recreational activities with the youth and elderly is required. Incumbent will be required to work evening and weekends to meet program needs. Travel and transporting on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

Education: High School Diploma or GED Certificate or related field;

AND

Experience: Three (3) years related work experience with responsibilities in organizing and coordinating community services, recreational and education activities.

OR

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:

Knowledge:

- Knowledge of the political, cultural and socio-economic environment of the Hopi Tribe and village;
- Working knowledge of counseling practices and group facilitation concepts, methods and techniques;
- Knowledge of safety and first aid/CPR procedures;
- Working knowledge of preparing contract/grant proposals;
- Knowledge of equipment and software to carry out duties;

Skills:

- Excellent skills in developing, organizing and coordinating program/project activities.
- Excellent verbal and written communication skills for public presentations, preparation of statistical and narrative reports, composing business correspondence and developing mini-grants, etc.
- Skill in operating a computer, and basic office equipment/machines, i.e. word processing, spreadsheets, databases, copier, fax, calculator, etc.

Abilities:

- Ability to plan, implement and accomplish work in accordance with established objectives, priorities and timelines.
- Ability to work independently, maintains discipline with all activities, analyze and assess administrative needs and situations.
- Ability to establish and maintain positive working relationships with others.
- Ability to work a flex schedule.
- Be able to lift over 50 lbs.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Possess and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
2. A background Investigation, character and employment reference check is required. Must be able to pass random drug and alcohol screening.
3. Speak and understand the Hopi language well enough to translate Hopi to English and vice versa.
4. Obtain and/or must possess first aid/CPR certification.