Sisseton-Wahpeton Oyate

Job Description

Job Title: Youth Development Specialist

Reports to: Youth Department Director

Wage: Based on the minimum qualifications of a high school diploma/GED, wage should be $16.50 - $18.00/hr.

Summary: Actively coordinate, implement programs, events, activities to the youth on the Lake Traverse Reservation. Seek collaboration with tribal programs. Also give reports as needed

Duties and Responsibilities:

- Implementing outreach activities, planning youth/community driven events
- Facilitating youth led organizing
- Assist in collaboration with tribal programs, utilize existing resources
- Ensure participation records are kept and proper tracking of events are filed
- Promotes marketing of events by fliers, radio, social media, or other
- Manages the general daily activities of planned youth events are carried out
- Responsible for purchasing equipment (i.e. beads, Gift Cards, materials) for events
- Responsible for inventory or equipment purchased
- Maintain emotionally and physically safe environment for youth
- Develop and lead high quality activities/lessons for youth
- Communicate with Director regarding concerns about children
- Knowledge and understanding of all program policies, procedures, and best practices
- Work cooperatively with children, parents, other program staff
- Maintain required certifications

Qualification Requirements:

- Ability to communicate with community for information, scheduling purposes
- Strong organizational skills and ability to multi-task in a fast paced environment
- Maintain an alcohol & drug free lifestyle, must be flex time
- Ability to work independently: self-motivated, resourceful
- Able to lift over 30lbs
- Able to sit and/or stand for long periods of time
- Must be able to successfully pass background check as required by PL 101-630
• Valid drivers license with proof of insurance
• Build rapport and relate well to others
• Decision making – ability to make sound judgements
• Demonstrate openness to change

**Education and/or Experience:**

• High school diploma/GED/Certificate
• Education/training in field related to youth and families preferred
• 1-3 years of experience working with youth
• Excellent communication, verbal, and written skills
• Expertise in using MS Office suite of products (i.e. Word, Excel, Outlook, PowerPoint)
• Certifications: Basic DPR/AED and First Aid for adults, children and infants (required). Training can be provided upon hire and must be obtained within 90 days.
• Must be eligible for Adult Work Experience.

Approved [Signature] Date 10/29/2021