**POSITION ANNOUNCEMENT**

Position: Youth Coordinator- Full Time

 40 Hours per week- With Benefits

Location: Lovelock Paiute Tribe Indian Colony

Starting Date: As soon as possible

Salary: Varies based on education/experience

**QUALIFICATIONS**

* High School graduate or GED certified or capable of obtaining classes within **30** days of employment.
* 18 years of age.
* Able to work and communicate effectively with children parents/guardians.
* Ability to implement new projects, programs and special events and work responsibly and independently.
* First Aid and CPR certified (Will be provided by the Lovelock Paiute Tribe).
* Skilled in coordinating several activities.
* Must pass a drug/alcohol screen, and a background check.
* Must have a valid driver’s license.
* Maintain and prepare monthly reports.
* Demonstrate a positive attitude while working with students.

**JOB DUTIES & RESPONSIBILITIES**

Under the direct supervision of the **CHR/Diabetes Director**:

* The Tribal Youth Coordinator will assist in all phases of the education, prevention, and physical needs of children. Coordinate in developing and implementing recreational and prevention program activities and services for youth participation in youth group activities.
* Participate in Youth group activities (being active with our youth).
* Develop a variety of activities such as sports, physical fitness, swimming, cultural activities, crafts, art, reading, field trips, and spiritual activities.
* Inspect and clean recreation facilities **DAILY** to ensure safety and compliance.
* Promote Community interest.
* Attend trainings for development of skills necessary, trainings are decided upon by the supervisor.

**APPLICATIONS AND CLOSING DATE**

**Application materials must be submitted to:**

Lovelock Paiute Tribe

Mailing Address: P.O. Box 878 Lovelock, NV, 89419

Or hand delivered: 201 Bowean Street, Lovelock, NV 89419

Applications can be filled out on-line on our website: [www.pauitetribelovelock.com](http://www.pauitetribelovelock.com) or by coming to the building to complete the application.

Position is open until filled.

**INTERVIEW & SELECTION PROCESS**

All application materials will be reviewed to determine those who possess the most appropriate qualifications. All applicants will be notified of their status as well as those individuals selected for interview. The successful applicant will be determined by the evaluation of education, experience, and interview.

**Indian Preference:**To the extent feasible, qualified Indian applicants will be given preference in hiring. This policy is in keeping with the intent of Public Law 93-638, Section 7 (Indian Self-determination act). Verification of entitlement to Indian preference will be required.