

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7312

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking
applicants for the following position:

OPENING DATE: January 12, 2022

CLOSING DATE: January 25, 2022

YOUTH PROGRAM LEAD

JOB STATUS:

Youth Program Lead
Career Field: Program Staff
Pay Range: \$19.00 per hr.
Classification: Full-time, Regular
Category: A

LOCATION:

Penobscot Nation
Social Services
Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

SEE ATTACHED JOB DESCRIPTION

QUALIFICATIONS REQUIRED: High School Diploma or GED Required. Previous experience working with youth preferred. Minimum of Associate degree in related field preferred. Experience in supervising is 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. Additional hours may be added through Grant. 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 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:

- Apply online at <https://www.penobscotnation.org/departments/human-resources/employment-applications>
- Submit completed applications and resume along with certifications to Human.Resources @penobscotnation.org

- For further information, call 817-7312 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

POSITION TITLE: Youth Program Lead

DEPARTMENT: Social Services

RESPONSIBLE TO: Youth Recreational Coordinator

RATE OF PAY/CATEGORY: Program Staff A / (\$19.00 per hr.)

STATUS/TERM: Full-time, Regular

JOB SUMMARY:

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, supervising Youth Aids, reporting any issues to the Youth Recreational Coordinator and carrying out programs. All youth program employees are mandated reporters.

JOB RESPONSIBILITIES:

1. Assists in the development, scheduling and implementation of age appropriate youth activities effectively and safely on a daily basis.
2. Be actively involved and engaged in activities.
3. Be able to work with special needs youth and follow youth behavioral guide.
4. Assist in coordinating and planning field trips.
5. Complete incident/accident report and notify parent.
6. Be able to communicate appropriately and effectively with youth, parents and community.
7. Monitor the use of equipment, facilities and report any safety issues that need to be addressed to Youth Recreational Coordinator.
8. Assists in the development of mentoring and apprenticeship opportunities for the youth. Recruit appropriate volunteers/mentors for the youth program.

9. To collaborate when appropriate and necessary with other tribal departments as well as other tribes.
10. To assist in carrying out youth/community needs assessments and program satisfaction surveys.
11. Prepare menus and purchase food for the Child and Adult Food Care Program (CACFP) and Summer Food program through the Department of Education (DOE).
12. Carry out monthly reporting, reimbursement and training for the CACFP and Summer Food program.
13. Assist in fundraising, grant reporting and supervision of the Youth Aids.
14. Assist in planning community functions such as; Christmas Party, Halloween Party, Children's Day, Family Dance, Community Days, and Winter Games.
15. Supervising and scheduling Youth Aids and Teen Center staff.
16. Assist in tracking and recording all Youth Program spending.
17. Conforms to acceptable attendance/punctuality standards as expressed in the Employee Handbook.
18. Other related duties as assigned.

KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS: (education required/preferred, skills required/preferred, years of experience required/preferred)

High School Diploma or GED Required. Associate degree in related field preferred. Minimum 2 years' experience working with youth is required. Minimum 1 years' experience in supervising is required. 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. Additional hours may be added through Grant. 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 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.

LICENSES/CERTIFICATES/REGISTRATIONS: (driver's license, professional licensing/certification)

PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS: (physical requirements of position, job environment/conditions)

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request