



Cow Creek Government Office

Position Description

Position Title: Youth Development Specialist

Department: Education

Reports To: Education Director

FLSA Designation: Non-Exempt

Date Written/Revised: 8/22/17

Pay Grade: 9

POSITION PURPOSE:

The Youth Development Specialist is responsible for administering and delivering programs for Cow Creek Tribal members Pre K – 8th grades. S/he will develop and deliver early learning activities with the implementation of kindergarten/pre-school readiness and early reading preparation. The Youth Development Specialist will be the Tribal contact with the South Umpqua School District's Family Liaison employee that works with Tribal attendance and culturally responsive school improvement. Additionally, this individual will facilitate the Youth Activities Committee which is responsible for creating administering annual events for Tribal youth.

RESPONSIBILITIES:

1. Research and develop programs for youth

Main Activities

- Ensures a variety of culturally appropriate events and learning activities for Tribal youth 0 – 12 years of age
- Evaluate the effectiveness of programs and make adjusts if necessary
- Develop and foster healthy relationships with all Tribal families to foster lifelong learning
- Analyze Tribal and community demographics. Design activities for Tribal youth and community to meet the analyzed data
- Research and write grants that fit with the Cow Creek Education philosophy

2. Plan and implement activities for youth

Main Activities

- Develop culturally based best practices programs necessary to deliver programming including kindergarten and pre-school readiness, early reader's Round Circle Reading Time, and other programs that prepare student to be successful in school
- Work collaboratively with other Tribal programs in developing educational and cultural activities for Tribal grades Pre K – 8
- Supervise and lead activities for youth Pre K – 8th grades
- Initiate new and creative program activities that promote and stimulate program participation for successful transition into high school
- Work in collaboration with the Education Director in providing Pre K – 8th grade youth educational opportunities

3. Promote youth programs

Main Activities

- Ensure that youth, parents, and schools are aware of available activities
- Engage parents regarding opportunities available to Tribal youth
- Foster relationships among local schools, parents, youth, and community
- Arrange for advertising of youth programs

4. Administer youth programs

Main Activities

- Prepare a plan for youth activities
- Provide monthly and yearly reports about youth programs and opportunities to directors, Tribal Board of Directors, and grants
- Monitor and evaluate program achievement against target goals. Recommend modifications that respond to member needs and interests
- Work with Education Director to prepare and gather data for budget and outcome reporting
- Oversee the Youth Activities Committee and coordinate with the Education Director on budgeting and forecasting

5. Perform other related duties as required

QUALIFICATIONS:

- Bachelor's Degree supplemented with 2 years of work experience with youth and families
- Professional work experience above 5 years *may* be substituted for educational requirements
- Experience and belief in working closely with a team, including experience with group facilitation and networking; able to communicate well with multiple partners; welcoming and friendly; engaging and able to facilitate groups with diverse needs
- Knowledge and experience in working with budgets and forecasting the needs of the programs related education
- Demonstrated ability in the development of programs, identifying measurements, and tracking outcomes
- Working knowledge of office procedures, office equipment, and administrative functions
- Excellent individual and group communication skills (written and verbal); ability to apply these skills across a range of relationships and environments, among youth participants, co-workers, and other colleagues in the field
- Outstanding computer skills (particularly Microsoft Office programs) and proficiency in utilizing the Internet
- Ability to handle a variety of projects and assignments at once with attention to detail
- Demonstrated ability of desire for and comfort with young people; must be able to motivate youth and support youth and parents to be successful in their education
- Ability to write grants
- Demonstrated ability to develop, organize, implement, and maintain culturally based youth programs
- Valid Oregon Driver's license