

Tolowa Dee-ni' Nation

Position Description

Title: Youth Training Academy Director
Class: Management
Status: Full-time, Temporary
Supervisor: CFS Director

Department: (01) CFS
FLSA: Exempt
Pay Grade: IX (\$22.02 - \$31.06)
Subordinates: YTA Pathway Supervisors and Peer Leaders
Grant Funded: Yes

Effective Date: Drafted 3/25/16

Position Summary:

Overall supervision, support, monitoring, and guidance of the Building Health Communities' (BHC) Youth Training Academy (YTA) program, including, but not limited to supervision of Adult Pathway Supervisors, Youth Peer Leaders, and program participants; program runs May, June, July, and August; 8:00 am to 5:00 pm, Monday through Friday and occasional weekends.

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, random, for-cause, and post-accident drug and alcohol testing.

Essential Duties and Responsibilities: include the following.

- Program management - multi-month planning, implementation, and closeout.
- Logistical oversight of career pathways and 100+ youth and supervisors participating in summer training academy.
- Large and small group scheduling – using wall charts, registration, and calendars.
- General staff management and supervision (4 Path Supervisors and 16 Team Leads).
- Facilitate internal and external communication - staff, participants, parents, community, The California Endowment (TCE) Funder, and BHC Program Design Team.
- Creation of forms, tracking documents, and file system via Google Drive.
- Oversight of day-to-day tasks such as time cards and coordination with community partners.
- Administer program evaluations with community partners, youth participants, and staff with the California Center for Rural Policy (CCRP) and Evaluation Team.
- Serve as main HR contact - manage discipline matrix, personnel files, and personnel issues according to established policies.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

YTA Director has supervision and overall monitoring of YTA staff and participants to include, but not be limited to: four Path Supervisors, sixteen Youth Peer Leaders, and approximately 100 youth.

Minimum Qualifications:

- Associates Degree in Social Services or related field, Public Administration or Native American Studies. Progressively responsible work experience in a similar occupation may be substituted for education requirement (two years of full time experience equals to one year of college).
- Experience working with youth from diverse backgrounds, including, but not limited to at-risk and mental health issues.
- Group management and multi-task in a demanding, fast-paced environment.
- Strong interpersonal communication and ability to delegate work.

- Ability to use Google Drive, Microsoft Office suite, and social media.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Preferred Qualifications:

- Youth leadership development and working with restorative justice models
- Knowledge of and connections to resources available for youth and families.
- Camp management
- Project management – basic budgeting and financials, reports

Language Skills:

Must be able to read, analyze, and interpret policies, procedures, forms, charts, and other program materials.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Must pass background check and fingerprinting. Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance. CPR and First Aid Certification or the ability to become certified.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/move 40 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

The noise level in the work environment will vary. The office environment may include computer and printer sounds and light traffic. The outdoor environment will depend upon location and weather and may include raised voices.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____