

## **Tolowa Dee-ni' Nation**

### **Position Description**

**Title:** Youth Training Academy Pathway Supervisor    **Department:** (02) CFS  
**Class:** Management    **FLSA:** Exempt  
**Status:** Full-time, Temporary    **Pay Grade:** IV (\$11.99 – \$16.91)  
**Supervisor:** YTA Director    **Subordinates:** YTA Team Leaders  
**Effective Date:** May 2016    **Grant Funded:** Yes

#### **Position Summary:**

Support, monitor, and implement the Building Healthy Communities' (BHC) Youth Training Academy program, including, but not limited to supervision of Youth Team Leads 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.

- Team management – weekly project and scheduling for multiple career pathways
- Logistical oversight of multiple career pathways (up to 20 youth, 2 Team Leads per pathway)
- Large and small group scheduling – using wall charts, registration, and calendars.
- General staff management and supervision (16 Team Leads and 90+ youth participants)
- Daily Check-in and Check-out Meetings with Team Leads (8:00 am and 3:30 pm)
- Group facilitation of activities such as interactive games to support Team Leads' growth and development.
- Coordinate project oversight and management with Team Leads.
- Facilitate, model, and evaluate Team Leads and presenters, simultaneously.
- Guide Team Leads and youth participants to Youth Showcase (audience of over 300 partners and family members)
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

#### **Supervisory Responsibilities:**

YTA Pathway Supervisors have supervision of YTA Team Leads and 90+ youth participants.

#### **Minimum Qualifications:**

- Experience working with youth from diverse backgrounds, including, but not limited to at-risk and mental health issues.
- Conflict-resolution skills within a multi-age team atmosphere.
- Group management and multi-task in a demanding, fast-paced environment.
- Team-building through cooperative games and activities.
- Ability to align projects, deadlines, and people through collaboration.
- 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.
- Familiar with learning styles and responsive classroom design
- Camp management and event planning
- Audio/video set-up and operation
- Visual aids and flip chart application

**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:** \_\_\_\_\_