



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	

## JOB DESCRIPTION

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**Job Title:** Youth Center Director

**DEPARTMENT:** Youth Center Program

### POSITION SUMMARY

Under the supervision of the Social Services Director, the Youth Center Director General management responsibilities for the Youth Center Department. This position is responsible for oversight and coordination of a reorganized Division within the Tribe. All Alcohol youth prevention and recreation program personnel, activities and services will be reorganized under this new administrative and services position. The primary purpose of this new division is for the Youth Center. The youth center program and plans program services, creates and manages budgets, and allocates resources. Responsible for implementation and administration of Youth Center Program. The position manages and oversees a team of 14 employees who serve the Tribal Community Youth Center Program.

### ESSENTIAL DUTIES AND RESPONSABILITIES

- Coordinate and consolidate all youth center personnel and planning of activities.
- Develop and coordinate one monthly calendar of all activities for Community use and public information.
- Administer and direct youth center program Assistants I & II, volunteers and fill-in staff.
- Supervises the Kitchen Manager and Assistant Kitchen Manager accordingly for Administrative duties.
- Oversee Youth Center Program activities and assure that they are drug/alcohol free.
- Responsible for youth center building, facility use and schedule.
- Responsible for all funding agencies (for youth center) required periodic reported and are completed by assigned staff.
- Advise and coordinate with staff during mandatory reporting circumstances.
- Communicate with families with instances regarding emotional, physical and behavior issues arise.
- Ensure safely and protection policies are followed while children are present in program activities.

- Creates and manages yearly budget for the Youth Center Program with the ability to forecast long and short-term financial planning. Ensures that financial procedures and budgets are maintained in accordance with the accounting department policies.
- Supervises and ensures compliance with all laws, codes, regulations for Federal, State, local, and Tribal governments.
- Ensures that all job descriptions for staff are developed, remain current, revised when necessary, and serve as a basis for the evaluation of personnel when needed.
- Works with staff to attain the necessary data necessary to make good decisions based on available data for improved program planning.
- Protects the rights and confidentiality of students and staff.
- Recognizes the strengths in diversity and creates a culturally responsive climate.
- Provides a program that considers the whole child and all aspects of wellness: physical, health, safety, and mental as well as physical well-being.
- Work effectively with other department directors and staff to achieve Tribal goals for student growth and development.
- Attend various meetings, workshops, trainings, and conferences representing the Tribe.

### **MINIMUM QUALIFICATIONS**

- Bachelors Degree plus experience required.
- Ability to effectively manage program staff, and to organize, assign, coordinate, and supervise staff functions and operations.
- Must have a valid Washington State driver's license.
- Years of experience working at a Youth Prevention Program.

### **REQUIRED KNOWLEDGE AND ABILITIES:**

- Facility scheduling and Coordination.
- Community organizing.
- Supervisory principles and techniques.
- Budgeting principles and techniques.
- Oral and written communication
- Proficiency in all components of Microsoft Office Word, Excel, etc. required.

### **WORK ENVIRONMENT AND TIME COMMITMENT:**

The working conditions described herein are representative of those that must be met by an employee to successfully perform the essential duties of this class.

The employee continuously required to hear. The employee is frequently required to sit, stand, walk, and talk. The employee occasionally required to drive a motor vehicle, reach with hands arms and use hands to finger, handle, or fell objects, tools or controls.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The noise level in the work environment is usually noise

### **EMPLOYMENT CONDITIONS:**

The personnel Policies and Procedures of the Swinomish Indian Tribal community apply to all employees, The Position of Receptionist is considered to be an exempt "standard hours" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_