



#CaliforniansForAll Youth Jobs Corps

Position Description

Job Title:	Youth Program Coordinator – Youth Jobs Corps
Reports To:	Community Services Director
Supervises:	None
Classification:	Hourly
Anticipated Starting Salary:	\$16.00 Part-time, 20 hours per week – This position is grant funded for 12 months.

Position Summary

Working collaboratively with the Youth Program Specialist (YPS), the Youth Program Coordinator (YPC) is responsible for assisting in the planning, developing, and delivering of program activities for the Mechoopda Tribal Youth Council. These activities may be social or cultural in nature, but will be geared towards outreach and inclusion of all Mechoopda Tribal youth ages 13 through 19. The YPC reports directly to the Community Services Director (CSD).

Youth Program Coordinator responsibilities may include, but are not limited to:

- Assist in the coordination of outreach activities to engage with Mechoopda Tribal youth and increase participation in the Tribal Youth Council
- Support the implementation of age-appropriate, culturally responsive and sustainable activities
- Work collaboratively with the Cultural Department to ensure Tribal youth services programs are delivered in a culturally respectful and sustainable manner
- Assist in securing the support of program activities by key stakeholders (i.e., parents, community members, other youth groups etc.)
- Work across programs, integrate youth programming to include areas for educational, cultural, and social activities
- Support partnerships that engage key stakeholders and community members in addressing Tribal youth priorities and meeting deliverables
- Transport youth from school to Youth Tribal Council, and other assigned activities, and transport Youth home following activities.

Minimum Qualifications

Youth Program Coordinator

These entry qualifications would normally be obtained through a completed high school degree combined with one year of related work experience:

- Strong customer service skills
- Ability to work both independently and as a part of a team

- Experience with or desire to work with youth or tribal programs
- Excellent verbal and written communication skills
- Basic proficiency with Microsoft Windows and Office (Word, Excel, Outlook)
- Ability to create basic marketing materials such as flyers and social media posts
- Ability to critically analyze and creatively solve problems
- Ability to understand follow existing policies and procedures

Preferred Qualifications

- Knowledge of traditional, cultural and spiritual practices of the diverse American Indian/Alaskan Native community, as well as ability to work with other racially, culturally, ethnically, and financially diverse populations
- Experience with Google Docs, Sheets, Forms, or Drive
- Experience working with Native American communities

#CaliforniansForAll Youth Jobs Corps Priorities

Priority will be given to youth applicants ages 16-30* who:

- Are in or transitioning from foster care.
- Are or were justice-involved.
- Are engaged with the mental health or substance abuse system.
- Are low-income.
- May have difficulty finding employment.
- Are unemployed and/or out of school.
- Have not participated in an AmeriCorps program.

*This position requires applicant to be over 18 years old.

Additional information

- This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 40 lbs.
- Must be able to work evenings and weekends as needed
- Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
- Must be eligible for coverage under the Tribe's vehicle insurance policy.
- Must possess a current, valid driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary.
- All offers of employment are contingent upon:
 - successful completion of background check with adjudication;
 - successful reference check.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The Mechoopda Tribe of Chico Rancheria reserves the right to revise this job description at any time. The job description is not to be construed as a contract for employment.