



MESCALERO APACHE TRIBE Position Description

Position Title: 4 Youth Development (Part-Time, 2 Months)
Department: FDTRC/Tribal Tobacco Cessation & Prevention Program
Employment Status: Non-Exempt
Grade: NE
Opening Date: May 8, 2017 **CLOSING DATE:** May 19, 2017

Job Summary

Incumbent will provide group activities aimed at commercial tobacco and traditional tobacco to youth participants. Duties will involve contact with a diverse population and a varied schedule that may include some weekends, evenings, and holidays.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Participates in all leadership training initiatives on commercial tobacco and tribal tobacco, which the TTCPP organizes and participates with, such as other tribal tobacco training.
- Plans age-appropriate activities that include, but not limited to, social activities, such as arts and crafts, music, education workshops, and community presentations, such as health fairs.
- Conducts, teaches, and lead group activities.
- Sets up equipment needed for presentations and puts equipment away for future use.
- Maintains a safe environment for supplies, equipment, and maintenance of storage areas.
- Completes require forms and documents in accordance with policies and grant reporting
- Performs other duties as assigned.

Minimum Qualifications

- 16 years or older and in good standing with their school of attendance
- Having an understanding of the Mescalero Apache culture
- Have a desire to learn leadership skills
- Have a desire to learn about commercial tobacco and traditional tobacco
- Is able to learn and give 20-minute presentation to tobacco participants

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Skill in encouraging individuals to participate in activity programming
- Ability to communicate effectively—verbally
- Ability to work independently and follow scheduled plans

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; sit; use hands and fingers, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk. The employee occasionally is required to climb or balance; and stand; and stoop, kneel, crouch, or

crawl. The employee must occasionally lift and/or move up to 40 pounds. Also, must be able to sit and drive for hours at a time.

Work Environment

Work is generally performed in an interior work environment and outside environment. Some evening, weekend, and/or holiday work will be required and extended hours and irregular shifts may be required.

How to apply: Submit your application to Human Resources – Myra La Paz – 575-464-9273.

Email: mlapaz@mescaleroapachetribe.com.

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