



MESCALERO APACHE TRIBE
JOB ANNOUNCEMENT

Position Title:	Boys & Girls Club Site Supervisor	
Department:	Mescalero Boys & Girls Club	
Supervisor:	CEO	
Employment Status:	Non-exempt	(\$14.00/hour)
Opening:	9/13/2021	open until Filled

JOB SUMMARY

Plan and oversee the administration of the Boys & Girls Club of America curriculums and programs that support the Youth Development Outcomes. Oversee the provision of the day-to-day program activities in accordance with established standards and goals of the Mescalero Apache Boys & Girls Club. Ensure Club members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program areas. Demonstrate leadership to assure conduct, safety, and development of members. Supervisor Club staff to ensure they are performing and utilizing BGCA curriculum, safety protocols, cleaning & sanitizing, and tracking of Club youth (attendance, registration forms, data, etc.) Strongly emphasize the Apache Language & Culture.

ESSENTIAL JOB FUNCTIONS

- To plan, implement, supervise Youth Development Specialists, track and keep data of Club members, and evaluate activities provided within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character, and Citizenship.

MINIMUM QUALIFICATIONS STANDARDS

- College Associate’s Degree in related field and or 3 years of supervisory work in similar field.
- Experience in working with children.
- Knowledge of youth development
- Ability to supervise a staff of 6 or more
- Ability to motivate staff & youth and manage behavior
- Ability to deal with general public in a professional manner
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Mandatory CPR and First Aid Certifications (can be done on the job)
- Valid New Mexico Driver’s License
- Able to upload documents, use Word, Excel, and other computer programs

PERFORMANCE REQUIREMENTS

- Ensure staff are using Grant Guidelines and staying on course
- Coordinate field trips (make reservations)
- Create purchase orders for Youth Development Staff & stay within budgeted amount
- Facilitate trainings and morning meetings
- Communicate effectively and efficiently with all staff
- Ensure all Club members are physically active at least one hour a day
- Work with Youth Development Specialists to write and create effective lesson plans that coincide with the Boys and Girls Club of America youth development programing.

- Prepare activities that are fun, exciting, and outcome driven. Conduct several high yield FUN activities.
- Make sure the Club is safe and clean.
- Enthusiastically welcome members by name.
- Verbally praise 10 members for their participation, efforts, or accomplishments.
- Help Club members with their homework and provide educational activities for those club members that do not have homework.
- Create opportunities for Club members to give back to the community through various activities.
- Encourage reluctant members to participate in various activities by serving as a role model or coming up with creative ways to get youth involved.
- Give at least one parent a day a positive feedback about his/her child.
- Communicate any safety concerns to Club leadership as soon as they arise.
- Immediately address and stop bullying and other aggressive behavior among members.
- Be able to work with staff disagreements
- Be willing to discipline staff as needed.
- Perform other duties as directed by the CEO

PHYSICAL, PSYCHOLOGICAL, AND ERGONOMIC REQUIREMENTS

- Successful job performance can occur with consistent job application of knowledge, teamwork, and use of good judgement, common sense, and ability to carry out and establish priorities, effective interpersonal skills with Club members, fellow staff, parents, and community members.
- This job cannot be carried out without some exposure to stress which may include lack of participation of Club members, overly active youth, children not wanting to follow directions, parent complaints.
- Essential functions are carried out in a variety of positions including standing and sitting. To meet Club member's needs, virtually all positions require the ability to move freely through the building. Stooping, bending, lifting and carrying as well as other physical demands may be required as described in the Essential Physical Demands of this position.

ESSENTIAL PHYSICAL DEMANDS OF THE POSITION

- Mobility: Ability to move freely in all directions
- Lifting: Able to lift 50 lbs.
- Climbing/Balancing May be required to do with children on playground, physical activities, etc.
- Stooping & Bending: Will be done while playing with children
- Standing/Sitting: 75% Standing 25% Sitting
- Reaching: Grab supplies, activity such as basketball or volleyball
- Hearing: Able to hear verbal communication
- Speaking: Able to effectively communicate with parents, children, and co-workers
- Vision: Adequate vision to read and recognize club members

ESSENTIAL ENVIRONMENTAL DEMANDS OF THE POSITION

- Inside/Outside: Inside 50% Outside 50% (depending on weather)
- Cold/Heat: May be instances where outdoor activities are in hot or cold weather
- Wet/Humidity: N/A
- Noise/Vibrations: Children playing, echoes of building, phone calls
- Dry/Dust: N/A
- Fumes/Odors/Chemicals: Cleaning supplies, various types of foods
- Other Environmental Hazards: Outdoor hazards such as branches, rocks, etc.

As per Tribal Ordinance 06-02, MAT will give preference to qualified Tribal members with regard to hiring.