



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Title:	Carrizo Site Supervisor	Salary:	DOE
Site:	Mescalero Boys & Girls Club	Closing date:	Open until filled
Employment status:	Non-Exempt		
Opening date:	April 2, 2024		

Primary Function:

Plans, implements, supervises and evaluates staff, programs and activities provided in program areas leading to the priority outcomes of Academic Success, Good Character and Citizenship, and Healthy Lifestyles. Observe and provide ongoing support and coaching to Youth Development Specialist. **Reports to:** MBGC Director.

Performance Requirements:

Prepare Youth for Success

1. Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality in programs at all times. Provide guidance and role modeling to members.
2. Contribute to the planning and implementation of the strategic plan by:
 - a. Planning, organizing and ensuring implementation a range of program services
 - b. Initiating new programs with the approval of the CEO;
 - c. Recommending the development of service area programs; and
 - d. Promoting and stimulating program participation.
3. Assess existing programming to determine if changes or continuation of programming should be implemented. Observe current practices, give feedback to Youth Development Specialist in regards to BGCA programming

Health and Safety

1. Ensure a healthy and safe environment, ensuring supervision of members in program area.
2. Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies in good order. Recommend requisitions, as necessary

Program Development and Implementation

3. Manage administrative systems by registering new members and participating in their club orientation process.
4. Manage the attendance system of registered members and data specifically required for various BGCA requirements and grants.

Supervision

5. Recruit, train and manage assigned volunteers and staff; provide ongoing feedback; and identify and support development opportunities.
6. Assist staff in solving disagreements or other issues that may arise
7. Ensure parents are informed of any events, activities, or other issues regarding their child/ren

Minimum Qualifications:

- Associates Degree recommended or willingness to obtain a degree in related field
- Minimum of 2 years experience in planning and implementing youth programs.
- Minimum of 2 years in a supervisory position
- Ability to guide, correct, and coach staff
- Knowledge of youth development and experience working with children
- Ability to motivate youth and manage behavior problems.
- Ability to recruit, train, supervise, and motivate staff.
- Willing to work as a team and collaborate well with all Club Staff & Community Partners
- Ability to deal with the general public.

- Ability to ensuring planning and implementing of quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Ability to create charts and organize data in Excel and or Publisher
- Ensure safety of Club members at all times
- Ability to budget funds properly to best support Club programming
- Manage the Carrizo Center and upkeep all equipment and all areas of the building (i.e. bathrooms, exterior, etc.)
- Organize the rental process of the Carrizo Center
- Work closely with parents and communicate in a timely manner
- Mandatory CPR and First Aid Certifications.
- Valid State Driver's License
- Ability to plan and implement meal service following state requirements
- Ability to organize
- Must pass all necessary background checks
- Willing to attend training
- Willing to continue training on Spillet University
- Willing to do other duties as assigned by Director

PHYSICAL, PYSCHOLOGICAL, AND ERGONOMIC REQUIREMENTS

- Successful job performance can occur with consistent job application of knowledge, teamwork, 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
- Essential functions are carried out in a variety of positions including standing and sitting. To meet Club members 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: 50% Standing 50% 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 kitchen is hot or cold in cooling units
- 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.

Tribal Preference

As per Tribal Ordinance 06-02, MAT will give preference to qualified Tribal members with regard to hiring. Candidates will go through an interview process with an interview panel assigned by the Mescalero Apache Tribal Human Resources Department. All applications can be picked up and turned in at the MAT Human Resources Department.