**Position Title:** Youth Development Coordinator  
**Department:** DRMP  
**Employment Status:** Non-Exempt  
**Grade:** NE6  
**Open date:** October 25, 2019  
**open until fill**

### Job Summary
Develops, conducts, and coordinates youth specific (5-25 yrs.) activities for the Tribal community.

*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
- Provide safe surroundings for youth to learn about the environment (natural sciences), 4-H specific, After School program, Summer Youth Academy, and other youth development activities.
- Collaborate with staff to develop projects with activities focused on the environment (natural sciences).
- Maintain active membership in local 4-H regional registry, and any other program-sponsored collaboration (application/background check/etc).
- Procures, develops, distributes and present teaching materials such as visual aids and literature for educational projects.
- Assist in the development and maintenance of the monthly calendar of events for the program participants and their families.
- Assist with reporting to the Mescalero Apache Scout and announcing program events to Tribal Administration.
- Communication with local school liaison’s (Mescalero, Ruidoso and Tularosa) middle and high school youth for programs.
- Represent the Youth Development with Youth specific events (i.e. Little League football, Basketball, etc.).
- Attend trainings as necessary to meet federal and other grant requirements.
- Documents program activities and recruit individuals for participation according to established criteria.
- Prepares weekly, monthly statistical reports and submits to Project Leader.
- Transport/Drive program passenger vans with program participants.
- Adhere to Tribal driving regulations (reports any violations either on or off duty)
- Daily passenger vehicle inspection (adequate fuel/tire pressure/seatbelts, etc.) to ensure transportation safety.
- Performs other duties as assigned.

### Minimum Qualifications
- High School Diploma or GED.
- Associates in Natural Sciences, Management, or related field of study
- Bachelor’s Degree in Natural Resources preferred.
- One year working with youth and conducting educational programs
- Excellent computer and communication skills.
- Must have a NM Driver’s License.
- Required to obtain and maintain CPR, First Aid Certification, and Safe Food Handler’s Certification.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

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

**Knowledge, Skills and Abilities**

- Maintain regular consistent and professional attendance demonstrating punctuality and possessing a positive attitude.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of youth environmental services and activities.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of Microsoft Windows Software (Word, Excel, PowerPoint, etc.).
- Skill and ability in preparing reports and professional correspondence.
- Skills in public speaking and able to present to public, community and youth.
- Skilled in planning, creating and presenting educational material and classes.
- Knowledge of the Apache Culture.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds, including Tribal departments and non-tribal businesses and organizations.
- Ability to maintain confidentiality.
- Ability to multi-task and meet deadlines.
- Ability to work independently.
- Ability to provide excellent customer service (youth and community).

**Physical Demands**

While performing the duties of this job, the employee is required to walk, use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee occasionally is required to sit and stand. The employee must occasionally lift and or move up to 25 pounds.

**Work Environment**

Work is generally performed in, outdoor, and indoor environment with moderate noise. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Working with youth ages 5-25 years old. Standing and walking on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening, weekend, and/or holiday work may be required. Travel within and outside of the reservation is required.

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