



## MESCALERO APACHE TRIBE

### Job Description

## POSITION ANNOUNCEMENT

**Title:** Youth Development Specialist  
**Site:** Mescalero Boys & Girls Club  
**Salary:** \$10.50/hour  
**Reports to:** Mescalero Site Supervisor

**Opening: March 6, 2019**

**Closing: March 20, 2019**

#### Primary Function:

To plan, implement, supervise members, and evaluate activities provided within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character, and Citizenship.

#### Key Roles (Essential Job Responsibilities):

##### *Prepare Youth for Success*

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
  - Promote and stimulate program participation
  - Register new members and participate in their club orientation process
  - Provide guidance and role modeling to members

##### *Program Development and Implementation*

2. Effectively implement and administer programs, services and activities for members and visitors.
3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the Club at all times. Prepare periodic activity reports.

##### *Supervision*

4. Ensure a productive work environment by participating in regularly scheduled staff meetings.
5. Children's safety is your first responsibility. Cell phones and social media use are strictly prohibited during working hours.

#### Performance Requirements:

1. Will participate in a variety of community events that may take place during the evening or weekends.
2. Will be required to drive a 15 passenger van.
3. Will be responsible for maintaining a clean working environment.
4. Must participate in a variety of student and parent fundraisers.
5. Solicit investments deemed appropriate for the Club. (i.e. donation letters)
6. Provide activities that involve fine arts, athletics, leadership, healthy lifestyle, and culture.
7. Take weekly Apache Language classes and implement the lessons with club members.
8. Must be willing to travel for training.
9. Work with club members ages 6-18 years of age.
10. Willing to work a 9:30-6:00 pm shift. May have different shifts depending on evening activities.
11. Take initiative and use work time wisely.
12. Take online classes on Spillet University at a minimum of 3 hours a week (BGCA training)
13. Register on bgca.net and utilize the valuable resources.
14. Perform other tasks assigned by supervisor.

#### Minimum Qualifications:

- High School diploma or GED
- Experience in working with children.

- Knowledge of youth development
- Ability to motivate 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
- Must pass all necessary background checks

### **PHYSICAL, PSYCHOLOGICAL, 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 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.

***Tribal Preference applies***

**All individuals working with youth are considered Mandated Reporters. By law, you must report suspected Child Abuse.**

**To Apply:**  
**Mescalero Tribal Administration Human Resource Department**  
**108 Central Ave.**  
**Office: 575-464-9276**