



Shoshone Tribe  
Human Resource Dept.  
P.O. Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005, Ext. 160  
Fax: (307) 332-9883

## **NOTICE OF EMPLOYMENT**

**POSITION:** Program Coordinator  
**DEPARTMENT:** Boys & Girls Club  
**SUPERVISION:** Boys & Girls Club Director  
**SALARY:** D.O.E.

**OPENING DATE:** March 14, 2019      **CLOSING DATE:** March 28, 2019

### **POSITION SUMMARY:**

Develops and delivers a broad range of club programs/services/activities for youth between the ages of 6 and 17 years old. Also, Provides mentorship, discipline and order to club members to promote a safe and positive environment for youth.

### **DUTIES AND RESPONSIBILITIES**

- Ability to deal with general public in a positive manner
- Develop and plan a variety programs/services/activities with BGCA programming models.
- Execute and supervise the implementation of club programs/services/activities for club members, including supervising the work of part-time staff assisting with club programs/services/activities
- Ensure the Club staff understands and effectively implements the standards of each club base program, service and activity of the club.
- Oversee the provision of day-to-day program activities in accordance with established standards and goals.
- Evaluate and provide periodic reports to Club Director on club programs/services/activities on a continual basis to ensure programs/services/activities respond to club member needs.
- Oversee and participate special programs, events, tournaments and fundraising as assigned by the Club Director.
- Provide mentorship and role modeling to club members to assure safety and positive conduct of club members.
- All program areas are kept cleaned and well maintained by utilizing the club's opening and closing, and daily checklists.
- Motivate and manage club member's behavior in a positive manner; consult with

parents/guardians to help club members make positive choices regarding their behavior, if needed.

- Recruits new membership, registers new membership and provides Club orientation for new membership.
- Maintain close, daily contact with Club Director, staff and club members to receive and provide information, discuss issues, explain or interpret guidelines or instructions.
- Publicize club programs/services/activities through bulletin boards, posters, and word of mouth.
- Collect fees and verifies amount with the B&G Club Director for deposit to the Tribal Finance Department.
- As a mandatory reporter, all suspected child abuse or neglect will be reported to the Club Director immediately.
- Perform other duties as assigned to maintain and enhance the operation of the program.

### **QUALIFICATIONS**

- Associates degree in Education, Liberal Arts or related field.
- Must have enthusiasm and patience for working with children.
- Must have enthusiasm, patience and passion for working with children.
- Required to possess a valid driver's license and be insurable under the Tribe's vehicle insurance plan.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act, the Adam Walsh Law and the Wyoming DFS Central Registry

### **Minimum requirements:**

- High School diploma or GED is required.
- 2 years of experience in youth development or education.
- Must have enthusiasm, patience and passion for working with children.
- Required to possess a valid driver's license and be insurable under the Tribe's vehicle insurance plan.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act, the Adam Walsh Law and the Wyoming DFS Central Registry.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Maintain a high energy level and positive representation.
- Stand for 4 or more hours per day, stoop, bend, climb and walk frequently.
- Physical capability to participate with club members in hiking, recreational and other

physically challenging activities.

- Lift up to 40 pounds
- Work in outside weather conditions and loud environment.
- Transport club members to summer and special programs and activities.
- Must maintain strict confidentiality of all information process through the department including records, reports documents, conversations, etc.

#### **APPLICATION REQUIREMENTS:**

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
  - Applicants that state “See Resume “ for employment history must have the following the information listed on the resume:
    - Dates of previous employment
    - Reason for leaving previous employment
    - Hourly rate of previous employment.
  - Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [menos@easternshoshone.org](mailto:menos@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.
- **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.