



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

## **NOTICE OF EMPLOYMENT**

**POSITION:** Activities Coordinator  
**DEPARTMENT:** Boys & Girls Club  
**SUPERVISION:** Boys & Girls Director  
**SALARY:** Depending on Experience  
**CAREER STATYS:** Permanent Part-Time  
**OPENING DATE:** October 24, 2024      **CLOSING DATE:** November 7, 2024

### **POSITION SUMMARY:**

Under the direct supervision of the Executive Director of Boys & Girls Club of Eastern Shoshone, and in coordination with Doya Natsu Healing Center, the position organizes and schedules all events for the 988 Grant as well as the Boys & Girls Club of the Eastern Shoshone Tribe youth programs, will provide a safe and positive place for kids. Maintains confidentiality of all privileged information. The Activities Coordinator should understand the elements of a successful prevention program. The Part- Time Activities Coordinator position will provide program planning, implementation, reporting, coordination with other staff, training, and associated tasks and responsibilities as listed below.

### **DUTIES AND RESPONSIBILITIES**

- Works with Club Director and other staff to ensure programs, services and activities that prepare youth for success promoting the safety of members and quality in the program at all times. Provide guidance and role modeling to members. .
- Assist the Director with establishing and refining a work plan and staffing for each phase of the program to determine time frame, budget procedures, and monitoring of activities against program objectives.
- Responsible for coordinating, promoting, and encouraging participation in program activities at the club. Activities may include crafts, nature, sports, games, songs, games, swimming, etc.
- Performs related clerical work. Drafting flyers and activity schedules on the computer, answering telephone and providing information on club programs and activities.
- Arrange program schedule, coordinate logistics, and manage data collection in line with the site's existing programs and processes.
- Track activities against project goals and objectives.
- Implement related curricula during the project period.
- Collaborate with community partners to participate in group activities and events. Participate

in ongoing training and technical assistance opportunities.

- Maintain records of Club members' participation and accomplishments.
- Assist the ESBGC and Doya Natsu Healing Center with completing grant performance measures collection, submission, and evaluation requirements.
- Submit photos and highlights of program activities.
- Assist the Grant Director with the implementation of Youth Mental Health First Aid training.
- Assist the Grant Director with planning and implementation of Youth Prevention Day events

**PERFORMANCE STANDARDS AND EVALUATION FACTORS SHALL INCLUDE BUT NOT BE LIMITED TO THE:**

- Knowledge of traditional forms of government and Tribe's customs and traditions.
- Knowledge of the functions and structure of Tribe.
- Knowledge of administrative and project management.
- Knowledge of records management procedures.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to interpret applicable federal, state, county, and local laws, regulations, requirements, ordinances, and legislation.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in training staff and parents on youth needs.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.

**QUALIFICATIONS:**

- Bachelor's Degree in Childhood Education, Counseling, Prevention, Recreation, or related field plus two years' experience in education or activities planning; or equivalent combination of education and experience.
- Current valid Wyoming Driver's License.
- Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation

**SPECIAL REQUIREMENTS:**

**MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.**

**Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.**

### **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 [lmorgan@easternshoshone.org](mailto:lmorgan@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. 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.