



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

NOTICE OF EMPLOYMENT

POSITION: Teen Club Coordinator
DEPARTMENT: Boys & Girls Club
SUPERVISION: Boys & Girls Club Director
SALARY: Depending on Experience
OPENING DATE: July 15, 2025 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

Under the direct supervision of the Executive Director of Boys & Girls Club of Eastern Shoshone, and in coordination with Eastern Shoshone Recovery, the position organizes and schedules all events for the Native Connections Grant as well as the Boys & Girls Club of the Eastern Shoshone Tribe Teen Program, will provide a safe and positive place for kids. Maintains confidentiality of all privileged information. The Teen Coordinator should understand the elements of a successful prevention program. The full-time Teen Coordinator position will provide program planning, implementation, reporting, coordination with other staff, training, and associated tasks and responsibilities as listed below.

DUTIES AND RESPONSIBILITIES

- Work with the Director to develop a custom Teen Program implementation plan.
- 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 assisting the Native Connections Grant Director with proper financial and programmatic reporting to the SAMHSA.
- Identify and recruit youth to participate in Native Connection Programming.
- 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 Eastern Shoshone Recovery 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 the planning and implementation of Current Impacts of Historical Trauma training annually.
- Assist the Grant Director with planning and implementation of Youth Prevention Day events.

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.

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 and can be sent via email to 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.

APPLICATION REQUIREMENTS:

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