



Walker River Paiute Tribe

Human Resources Department

JOB ANNOUNCEMENT

Job Title:	Coordinator	Supervisor:	Housing Assistant
Department:	Boys & Girls Club	Location:	Boys & Girls Club
Salary Range:	\$16.33	Pay Grade:	8
FSLA Status:	Non-exempt	Type:	Full-time
Open Date:	July 06, 2021	Close Date:	July 15, 2021

DEFINITION:

The Coordinator will be responsible for the daily operations of the Boys & Girls Club of Agai Dicutta Tuamuhvi Nobe to ensure that all of children attending the club are safe and supervised while also providing a clean, safe, fun, and positive environment.

DUTIES & RESPONSIBILITIES:

- Leads planning sessions with club staff to create, develop and implement programs and activities to include culturally relevant and Walker River Paiute Tribe culture, history and traditions for all age groups of children attending the club.
- Implement and enforce club policies and procedures.
- Responsible for maintaining discipline and structure within the club.
- Responsible for all equipment, supplies, and vehicles.
- Supervises the children's meal and snack times, rest periods, and exercise and play periods.
- Schedule and coordinate activities, events and transportation as they relate to the club.
- Provide supervision, guidance and leadership to staff and youth attending the Boys & Girls Club
- Work with parents/guardians in a supportive and positive manner.
- Maintain records and data when required.
- Plan and facilitate prevention and intervention programs/activities for youth attending the club.
- Responsible for providing experiential and life skills opportunities for development of youth in the form of indoor and outdoor activities.
- Collaborate with other Tribal Departments and outside entities to build program capacity (Example: Training, services, and program sustainability process).
- Assist youth with homework.
- Responsible for planning meal and snack schedule.
- Assist with meal and snack preparation, serving, and clean up.
- Must be able to lift up to 50 pounds, also must be able to stand on feet for long lengths of time and must possess good listening skills.
- Assist other staff as needed/requested, and completing other duties as assigned by programs or to program.
- Assist in keeping the club sanitized daily (Example: mopping, sanitizing, vacuuming, etc.)

KNOWLEDGE, SKILLS & ABILITY:

- Computer knowledge.
- Ability to work with minimal supervision and support a safe environment. Foster wellness with youth physically, mentally and nutritionally and implement guidelines and discipline.
- Must have good writing skills and comprehension skills.
- Be organized, team player, action planner and monitor overall activities.
- Be positive role model, provide leadership and prepare youth for success.
- Knowledgeable of safety protocols i.e. fire, lockdown, etc.
- Must be able to lift up to 50 pounds, also must be able to stand on feet for long lengths of time and must possess good listening skills.
- Must adhere to confidentiality

REQUIRED EDUCATION AND EXPERIENCE:

- High school graduate or GED equivalent
- Must have experience working with youth
- Current advanced First Aide, CPR and Food Handler Certification or ability to obtain one within 90 days of employment
- Must possess a valid Nevada Driver’s License and able to be covered under the Tribe’s insurance
- Must successfully pass a background check
- Must submit a pre-employment & alcohol test; and random drug-testing in accordance to Policy.

CONFIDENTIALITY: Incumbent must be able to respect and adhere to the most rigid and strict rules of employer/tribal member/public citizen practice of confidentiality. Violation of this major employment requirement could lead to immediate dismissal.

For applications contact Human Resource at the Tribal Administration Building,
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: wfrank@wrpt.org
<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.

