



**Quileute Tribal Council**

• QUILEUTE INDIAN TRIBE •

**Human Resources Department**

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



# Quileute Tribe Job Description

## Youth Program Coordinator

**HOW TO APPLY:** Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your Application contains:**

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***

**Position: Youth Coordinator**

Supervisor: TANF Program Manager

Location: Department of Human Services/Teen Center

Work Info: Full Time: 40 Hrs/Week (M-F)

Salary: DOQ/E

**POSITION SUMMARY:**

The Youth Coordinator is responsible for overseeing the development, management, and implementation of the Quileute Tribal Youth Program and its associated activities. This position will teach prevention focused curriculum in local schools, assist youth and families with education and support services designed to promote healthy lifestyle choices and personal development, and create monthly activities for youth engagement. The coordinator will have supervision of other youth center workers, volunteers, YOP workers and youth staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Teach prevention focused curriculum
- Develop and organize monthly youth activities that promote cultural engagement, leadership skills, and healthy lifestyles
- Coordinate transportation logistics for youth attending sporting events, after school programs, and community activities
- Supervise youth program staff, volunteers, and youth
- Track program participation data and provide monthly reports to the Human Services Director
- Manage youth program budget, ensuring efficient use of resources for program operations and activities
- Collaborate with tribal departments, schools, and external organizations to enhance youth services
- Provide activities designed to reinforce their hopes and goals for the future including field trips, community service activities, and various events
- Advocate for trauma informed approaches in youth programing
- Other duties as assigned.

**SKILLS, KNOWLEDGE AND ABILITIES**

- Ability to work independently and take initiative
- Possess excellent communication and leadership skills to engage with youth and families
- Ability to maintain confidentiality when handling sensitive matters
- Must be comfortable discussing challenging topics such as mental health, substance use, and domestic violence
- Proficient in Microsoft Office and basic data tracking software
- Must be available for flexible work hours, including occasional evenings and weekends
- Ability to build partnerships with local schools and external agencies and tribal programs

**WORK ENVIRONMENT:**

- Office, school and outdoors
- Some travel may be required

**PHYSICAL DEMANDS:**

- Extended periods of sitting
- Must be able to stand, bend, and engage in physical activities with youth during outdoor and recreational programs
- Lifting and carrying up to 35 lbs.

**SUPERVISORY RESPONSIBILITY:**

Yes, supervise program staff and youth.

**QUALIFICATIONS:****Qualifications:**

- Associate's degree in related field with three years experience working with youth and families.
- Bachelors Degree preferred.
- Must possess a valid Driver's License
- Experience in youth program development, budget management, and policy writing
- Prior supervision experience
- Strong knowledge of Quileute culture and community

**GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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