

**YUROK TRIBE-JOB DESCRIPTION**  
**Youth Worker --Boys and Girls Club**

Job Title:	<b>Youth Worker- Boys and Girls Club</b>				
Job Grade	<b>5</b>	FLSA Status:	<b>Non-Exempt</b>	Location:	<b>Klamath</b>
Department:	<b>Education Department</b>		Division:	<b>NER-GERY 'Oohl', Helping Yurok People - Health &amp; Human Services</b>	
Reports To:	<b>Prevention Coordinator</b>				
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE					
Salary Range:	<b>\$18.78-\$24.50</b>				

**POSITION SUMMARY:**

Under the supervision of the Prevention Coordinator the Youth Advocate is responsible in assisting in the implementation and ongoing development of the Yurok Boys and Girls Club.

**DUTIES AND RESPONSIBILITIES:**

1. Provide direct life skills development for Yurok youth.
2. Administer needs assessments and develop wellness case plans.
3. Make appropriate agency referrals.
4. Provide one-on-one and group mentoring.
5. Participate in school-related meetings (e.g. Individualized Educational Plan).
6. Network with other agencies and tribal departments as appropriate.
7. Implement and deliver Yurok Boys and Girls Club programming for youth ages 7-16 that supports the Club priority outcome areas of Academic Success, Good Character & Citizenship and Healthy Lifestyles.
8. Recruit, encourage and engage youth participants.
9. Create a safe environment that facilitates learning and is encouraging and engaging for the children.
10. Leading and engaging volunteers on a daily basis as well as special events.
11. Responsible for daily set-up and clean-up of all materials used during the program
12. Steward relationships with volunteers, school staff and parents.
13. Facilitate parent and community engagement.
14. Monitor and evaluate, on an ongoing basis, programs, services and activities to ensure safety of members, quality of programs and utilization of resources.
15. Provide regular updates on site challenges, opportunities and best practices.
16. Implement Club program assessment tools.
17. Implement special events programs for parents, teachers and broader community.
18. Maintain the Club facility and enforce all site operating expectations.
19. Implement summer programming as needed.
20. Develop on-going funding plans develop partnerships with outside resource providers.
21. May be required to drive Club vehicle, and/or escort youth on bus.
22. Performs other duties as assigned.

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**MINIMUM QUALIFICATIONS:**

1. Experience in a Court System or closely related field.
2. Basic written and oral communications skills.
3. Knowledge of prevention and intervention programs.
4. Computer literate, including Windows, Microsoft Office and other common programs.
5. Valid Driver's license and clean driving record.
6. Two (2) years above high school or one (1) year of specialized experience.

**EDUCATION/EXPERIENCE:**

Grade 5: An AA degree or two years' experience working in related youth programs or one year of specialized experience.

General experience is progressively responsible work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Equivalent combinations of education and experience are qualifying for this position.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. Ability to work with all phases of community in confidential, non-judgmental manner.
3. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
4. Fingerprint clearance and background check.
5. THIS POSITION REQUIRES COMPLIANCE WITH PUBLIC LAW 101-630.
6. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
7. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

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8. **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 40 pounds.
9. **VISION REQUIREMENTS:**
- Close vision (clear vision at 20 inches or less).
  - Color vision (ability to identify and distinguish colors).
  - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
  - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date