

# NATIVE DADS NETWORK YOUTH ACTIVITY SPECIALIST



- Location  
Sacramento, California
  - Department  
Native Dads Network
  - Employment Type  
Full-Time
  - Minimum Experience  
Entry-level
  - \$20 per hour
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The Youth Activity Specialist position provides opportunities to develop further in the Native Dads Network organization and often leads to promotions to higher level positions.

## **POSITION SUMMARY**

Under direct supervision, the Youth Activity Specialist will be responsible for planning and implementing activities which promote the positive development of youth in alignment with the goals of the Native Dads Network Elevate Youth Grant Programs. The Youth Activity Specialist will assist in providing a variety of youth-focused family and community prevention and diversion programs for families at risk. Programs may include sports, cultural, educational and recreational activities, substance abuse prevention and promote wellness.

## **SPECIFIC RESPONSIBILITIES**

1. Assesses the program requirements of youth in the community.
2. Communicates with youth to determine their needs and interests.
3. Ensures a variety of sports, recreational, cultural and other programs are planned and implemented.
4. Develops a culturally appropriate youth leadership program.
5. Schedules activities, facilities and volunteers as required.
6. Supervises and leads activities for the youth.
7. Prepares monthly plans for youth activities.
8. Provides special project management, coordination and assistance to Native Dads Network.
9. Creates and maintains accurate, organized and complete project files to include all documents required to sustain internal, local, state and federal regulatory compliance.

10. Prepares materials for internal and external audits.
11. Maintains records of project meetings, updating project tasks and outcomes as necessary.
12. Conducts presentations on projects and related topics.
13. Coordinates with program staff to gather and manage data for accountability and to measure the performance of program services.
14. Operates office equipment such as computer, scanner, calculator, copier and fax.
15. Works collaboratively with coworkers and other staff in a team environment.
16. May be required to adjust schedule flexibility to support Native Dads Network events.
17. Performs other duties as assigned.
18. Must be able to provide your own transportation and car insurance
19. Must be able to commit time for traveling as part of the job description

## **MINIMUM QUALIFICATIONS**

1. High School Diploma/or GED, AA or equivalent years experience in working with Native Youth, Recreation, Human Services or related field and/or demonstrated experience working with youth, families and adults in a recreational setting or a combination of education and experience.
2. Basic computer skills in Microsoft Office
3. Must possess first aid and CPR Certification or be capable of obtaining within thirty (30) days of employment.
4. Must be able to pass a medical examination and TB Skin Test.
5. Must exhibit excellent negotiation, mediation, team building and decision making skills.
6. Must work well and communicate effectively with Native youth, parents and the community.
7. Must possess written and verbal communication skills including composing and editing.
8. Must possess good listening skills
9. Must be available to work nights and weekends.
10. Must have one (1) year of experience transporting passengers and present a current DMV printout.
11. Must have a valid, unrestricted California Driver's license and personal vehicle insurance.

**SAFETY**

Supports a safe work and program environment for both employees and program participants by performing all duties in accordance with Native Dads Network safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Native Dads Network business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee

**BACKGROUND CHECK**

Candidates for this position will be subject to criminal and character background checks and fingerprinting prior to being hired. Verification of previous employment and education will also be conducted after the interview if an offer of employment is being considered.

**CONFIDENTIALITY**

Confidentiality is an absolute requirement for this position and is cause for immediate termination if not followed to the highest standard.

**INDIAN PREFERENCE**

Preference in hiring is given to the most qualified applicant. However, when candidates for an open position are determined to be equally qualified, Native American candidates will have preference for hiring purposes. This means that if the qualifications of the best candidates are comparable, the Native American candidate is given preference. All other applicants in accordance with Title 25, U.S. Code, Section 472 and 473. Applicants claiming Indian preference must submit verification of Indian eligibility.