**Job Service:** Activities Coordinator for “Native Youth in Science – Preserving our Homelands Youth Program.”

**Location:** Mashpee Wampanoag Tribe

**Reports To:** Natural Resources Department

**Department:** Natural Resources Department

**Status:** Contractual

**Bid Range:** $4,000 - $4,500

**Summary:** Contracted services are needed for a “Activities Coordinator” for the Native Youth in Science – Preserving our Homelands (POH) held by the Natural Resources Department of the Mashpee Wampanoag Tribe. POH is a summer youth environmental science camp that combines Traditional Ecological Knowledge (TEK) and Western conventional science concepts to teach Mashpee Wampanoag tribal middle school youth about their local environment. The Activities Coordinator will be responsible for working with the POH staff to reinforce and support the lessons taught at the camp by tribal culture keepers, visiting environmental scientists, and other guest instructors during the camp. POH is a day camp that will be held for three days per week (Tuesday, Wednesday, and Thursday) for four weeks starting July 10th and concluding August 2nd.

The following MUST be included in the bid:

- Resume or Curriculum Vitae
- A list of three references with current contact information
- One page cover letter stating interest in the position

**Required Qualifications**

- Education classes or experience in camp, youth programs, recreation, working with children, or in a related field.
- Ability to lead, plan, organize, supervise, and implement youth program activities.
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.
- Strong organizational and communication skills.
- First Aid-CPR Certification prior to the start of the POH program.

**Essential Responsibilities**

- Work with POH camp staff to implement a weekly schedule for camp.
• Organize and lead a variety of small and large group activities each week. Activities may include opening and closing ceremonies, lesson recap, swimming, canoeing, crafts, nature, songs, games, etc.
• Identify and respond to youth behavior issues.
• Communicate with parents about participant's experiences and report concerns to POH staff.
• Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
• Know and understand ALL emergency procedures associated with the camp program.
• Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers’ safety and their whereabouts at all times.
• Help guide POH camp participants to have a deeper understanding of leadership and life skills.

Physical Demands
• Must have the physical ability to lead and participate in camp activities which include, but are not limited to, hiking, canoeing, swimming, team building initiatives, building campfires, physical games, and activities.
• Must have the ability to restrain and physically support children when needed for safety in general camp activities (child weighing 50 - 200 pounds).

BIDS MUST BE SUBMITTED IN WRITING & COMPLETED BY 4PM ON FRIDAY, JUNE 22, 2018
Confirmation of awarded bid will be established by Wednesday, June 30th, 2017.
Submit completed bids, w/subject line ‘Activities Coordinator-POH’ via email to Director of Natural Resources at or mail: 483 Great Neck Rd. South, Mashpee, MA 02649. For additional inquiries contact or George Chuckie Green, Director for the Natural Resources Department at Chuckie.Green@mwtribe-nsn.gov (508)477-0208 x 138.

Note: A Criminal Offender Record Information (CORI)-Background Check will be required by the Mashpee Wampanoag Tribe for the POH Activities Coordinator.