Youth Leadership Development Initiative Youth and Family Program Specialist

Position Overview
Responsible for development and implementation of a year-round Youth Leadership Development Program including implementing of Native Connections Grant goals and objectives. Implement evidence-based practices and programs with at-risk youth related to reducing suicidal behavior and substance use among Native youth up to age 19, easing the impacts of substance use, mental illness, and trauma, and supporting youth as they transition into adulthood. Become trained in substance abuse and suicide awareness trainings and implement a variety of outreach efforts in the community for youth and families. Incorporate culturally based interventions to reduce the impact of trauma and substance abuse. Aid in creating and maintaining systems of evaluation, measuring program success, revising program content as needed to ensure increasing program success. In addition, this position will be combined with the Native Connections Family and Support Specialist who will implement mental health educational activities, serve as a case manager and liaison to families with youth whom have had a suicide attempt or are high risk for suicide, implement after care support groups, and create a youth serving agency/program coalition with goals to address youth suicide and prevention.

Reports to
Youth Leadership Development Initiative Director

To Apply
Please email a cover letter and resume to jobs@thundervalley.org. Include “Youth Leadership Development Coordinator” in the subject line.

Position Details
Compensation: $18.80 - $23.66 (per hour depending on experience, paid bi-weekly)
Position Type: Full-time (40-hours per week)
Employment Type: hourly, non-exempt, not to exceed 40 hours per week
Schedule: Varied to meet needs of Initiative, will require evening and weekend work
Work Location: TVCDC Porcupine Office, regular local and regional travel required, occasional national travel required
Benefits Included:
• Health Insurance- Full Employee premium paid by TVCDC (for standard silver plan);
• Dental Insurance- Full Employee premium paid by TVCDC;
• Vision & Hearing Insurance- Full Employee premium paid by TVCDC;
• Simple IRA with up to a 3% match from TVCDC;
• Accrued Paid Time Off up to 160 hours per year;
• 14 annual paid holidays;
• Up to $1,500 annually in financial support for continuing education/development;
• Up to 200 hours in flexible work scheduling in support of continuing education/development;
• Up to 4 paid hours per week to participate in Lakota Language Learning Class;
• Paid Administrative leave when offices are closed for inclement weather;
**Essential Duties & Responsibilities**

- Create program curriculum/schedule, participant expectations, policies and procedures, and a safety plan for youth programs that provides the opportunity for educational, professional, and personal development of participants in a safe and fun environment.
- Create and implement a system of evaluation for program applicants that will inform participant selection as well as assist in evaluating program success and areas for development.
- Working within the programming budget, assist in coordinating purchase of equipment/supplies.
- Create structure allowing program participants to be actively involved in event/activity planning, marketing, and execution, with the aim of developing participant leadership skills and community engagement.
- Create and communicate expectations to all youth participants, ensuring necessary paperwork/documentation are on file for each participant.
- Work collaboratively with other Thunder Valley CDC Programs/Initiatives in creating day-to-day curriculum/schedule and participant development opportunities that are mission focused.
- Coordinate participant transportation as needed for youth programs.
- Assist in oversight of youth programs aligned with key program components of self-identity, self-discipline, and self-expression, ensuring the integration of Lakota culture and values.
- Facilitate and lead classes/workshops/trainings to youth participants
- Model leadership, key program components, and Lakota values in day-to-day interactions with participants.
- Establish and maintain good relationships with community agencies involving youth programming, including schools and youth centers.
- Participate in initiative strategic planning and evaluation, assisting in making program updates as needed to ensure summer and year-round programs are mission aligned and meeting program goals.
- Plan, implement, and coordinate community events and youth activities that contribute to the spiritual, mental, physical and emotional wellbeing of youth and families.
- Implement mental health educational activities, serve as a case manager and liaison to families with youth who have had a suicide attempt or are high risk for suicide,
- Implement after care support groups, and create a youth serving agency/program coalition with goals to address youth suicide and prevention.

**Qualifications, Knowledge, Skills**

- Some college education preferred and 2-3 years experience in previous workplace in similar work.
- Prior experience overseeing and building relationships with youth and families in one-on-one and in groups.
- Organized, able to manage a variety of young people, activities/events, and curriculum.
- Prior budget management experience preferred.
- Must have a valid driver license and clear driving record, with the ability to drive a 15-passenger van.
- Must be able to pass applicable background checks.
- Able to work a standard Monday-Friday 8:30am-5:00pm schedule, with the flexibility to implement evening or weekend programming as needed without exceeding 40-hours in a workweek.
- Commitment to youth leadership development, mentoring, and community engagement.
Knowledge of Lakota culture, traditional stories, and Lakota songs are desirable.
Excellent communication skills, capable of de-escalating conflict peacefully.
Reliable, able to maintain regular, punctual attendance and honor all commitments to program participants.

**ADA Specifications**
TVCDC is committed to making reasonable accommodations in accordance with the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Youth Leadership Development Coordinator may be required to use the computer for extensive periods of time. Must be able to travel regionally. May be required to regularly lift and carry up to 50lbs and complete physical work/activities in a variety of weather conditions.

**Mission Driven**
Youth Leadership Development Youth and Family Program Specialist has a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

**Thunder Valley CDC Mission**
Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

**Thunder Valley CDC Vision**
We envision a liberated Lakota nation through our language, culture, and spirituality.

The above description is intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. TVCDC position descriptions are not intended to create, nor are they to be construed to create a contract between TVCDC and any staff member. All TVCDC staff are employees at will; therefore, TVCDC and each staff member are free to terminate that employment at any time and at either party’s discretion, with or without cause. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.