

# Hopland Band of Pomo Indians

## Position Description

### **AMERICORPS MEMBER/SPORTS & RECREATION PROGRAM FACILITATOR**

Make a difference in the community by assisting in the preparation and execution of outreach efforts and programs that encourage health and fitness among Hopland Band of Pomo Indians (HBPI) youth. Become an AmeriCorps Member and help youth make healthy decisions and increase their school attendance through sports & recreation. Develop youth leadership, accountability, and team building skills while promoting respect of self and respect of others, and earn an education award to pay for your future higher education or to pay off existing higher education debts. The Member will serve as a sports and recreation program facilitator under the supervision of Hopland Band of Pomo Indians staff.

The Hopland Band of Pomo Indians is a federally recognized Native American Tribe that provides government services to its membership. The HBPI Education Department provides tutorial services and supervision to member youth as well as access to computer and library services. Such youth supervision includes athletic activities that take place at the HBPI gymnasium.

**This position begins August 2011 and lasts one year. The Member must complete a minimum of 900 hours of service during that time. The Member will receive a yearly living allowance of \$4,875 and upon completion of the service period will receive an education award of \$2,775. The Hopland Band of Pomo Indians will carry and pay the cost of Worker's Compensation Insurance for the Member. The AmeriCorps Member may also be eligible to have the repayment of student loans postponed until successful completion of the term of service.**

#### **Specific Duties**

1. Help develop a sports and physical recreation program which includes an intertribal athletic and sports league utilizing the Hopland Band of Pomo Indians gymnasium and athletic equipment resources;
2. Coordinate activities with the Sonoma County and Mendocino County Tribal Youth Coordinators;
3. Recruit and coordinate volunteers for the athletics program;
4. Conduct evaluation activities related to assigned programs; and
5. Perform other tasks as assigned.

#### **Necessary Skills and Requirements**

1. Must have a high school diploma or GED;
2. Must be 18 years of age or older;
3. Must pass a criminal background check and drug screening;
4. Must be willing to submit to random drug testing;
5. Must have a thorough knowledge of computer programs, including Word, Excel, Outlook, and Internet Explorer;
6. Must have valid and current California Driver License;
7. Must have reliable transportation;
8. Must be able to effectively deal with challenging situations with enthusiasm and tact;
9. Must be reliable, discreet, and prepared to sign a confidentiality agreement;

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10. Must be willing to attend various training seminars and workshops as required for the position;
11. Must be willing to perform First Aid and CPR as needed (First Aid and CPR training will be provided);
12. Must be able to communicate clearly and effectively, both orally and in writing;
13. Must have a commitment to promote tribal education, healthy decision-making, and cultural preservation; and
14. Must be culturally sensitive to the needs of Native American students.

The Hopland Band of Pomo Indians will provide ongoing training to members. Some travel necessary.