



Hoplend Band of Pomo Indians Job Description

Position: Education Activities Coordinator (F/T, 40 hrs/wk)
Reports to: Education Director
Salary: \$15.00 to \$18.00 per hour (DOE)

POSITION SUMMARY: Under the supervision of the Education Director, the Education Activities Coordinator is responsible for coordinating and developing educational activities designed to positively influence the Tribal Youth. This position is also responsible for the cleanliness and maintenance of Education Facilities.

ESSENTIAL FUNCTIONS:

- Utilizing tribal resources such as the tribal gym to develop and implement weekly positive learning activities for youth.
- Work cooperatively and develop productive relationships with community, students, and parents.
- Attain familiarity with tribal community, including basic knowledge of history and cultural values.
- Coordinate and carry out tribal learning center activities and tutoring ensuring compliance with program requirements including contractual obligations.
- Maintains positive working relationships with external agencies including county schools, other Tribes, parents, and students.
- Provides emergency transport for students to and from school as needed.
- Responsible for cleaning up areas before and after use of facilities according to the checklist.
- Maintains all cleaning supplies, tools, and ensures their proper storage and access.
- Monitors building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliances to ensure that hazards are not created.
- Notifies supervisor concerning the need for repairs and/or safety issues.
- Attends department and other meetings as scheduled.
- Other duties as assigned.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

REQUIREMENTS/QUALIFICATIONS

Education and/or Experience – Minimum of High School Diploma or equivalent and one (1) year previous experience in similar position or experience working in a Native American organization is preferred. CPR, First Aid, and ServSafe Certifications (must be obtained within 90 days of hire).

Other Qualifications –Must be a minimum of 21 years of age. Creative and inventive in developing ways to make job more efficient; ability to work independently, must be punctual, thorough and have a great work ethic. Flexible to work all shift including holidays, nights, weekend, and overtime as needed.

Language Skills – Ability to interact with students, community, parents, and visitors from varied backgrounds, age groups and speak effectively in one-on-one situations.

Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.

Reasoning Ability - Ability to apply common sense understanding during normal and stressful conditions.

Physical/Work Environment Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to; sit at desk and in meetings for long periods of time; talk to or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds, walk up and down stairs, assemble and/or disassemble fitness equipment, set up sports equipment and other heavy equipment that is part of the gym. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means able to attend various meetings and workshops.

The Hopland Band of Pomo Indians is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and, in some instances, an extensive background security check.