

SITKA TRIBE OF ALASKA
Job Description
JOB TITLE: Boys and Girls Club Manager

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| Exempt: | Yes | Starting Salary: \$36,000 – 42,000 DOE |
| Department: | Education and Employment | Hours: 8:30 a.m. – 5:00 p.m. |
| Reports to: | Education and Employment Director | Application close: June 26, 2009 |

I. SUMMARY:

The Boys and Girls Club Manger will implement and manage the Sitka Boys and Girls Club’s activities and staff of four – six. Using the Club’s national “Goals for Graduation” and “Career Launch” curriculum, the Manager will track and maintain youth participation in the Sitka Boys and Girls Club and make recommendations to the Education & Employment Director for program improvement. The Boys and Girls Club Manager is responsible for the supervision of 3- 5 staff funded out of a variety of grants and AmeriCorp Volunteer(s) through Community Schools. The Manager will need to have a flexible schedule to allow for the overall management of the Boys & Girls Club.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

A. Boys and Girls Club - Youth Education Program

- Responsible for implementation of two Club mentoring and development programs - “Goals for Graduation” and “Career Launch.”
- Management of the Sitka Boys and Girls Club’s overall activity and outdoor classroom development.
- Responsible for the recruitment and monitoring participation in the “Goals for Graduation” and “Career Launch” programs.
- Supervises three-five staff employed under the Sitka Tribe of Alaska’s Full Spectrum Learning Project and ANA grants.
- Development and management of “Power Hour” - one of three core Club program offerings.
- Responsible for assisting with the “Youth of the Year” and “Smart Moves” - two of the three core Club program offerings.
- Network with other programs and organizations that work with youth.
- May be required to drive a motor vehicle carrying a person or persons under 18 years of age and therefore, is considered a safety-sensitive employee.

B. Meetings, Reports and Other

- Keep Education and Employment Director informed via weekly individual meetings concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems.
- Participate in regular monthly Education department meetings.
- Attend STA all staff meetings.

- Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year.
- Responsible for data collection and preparing reports for STA, South Central Foundation and National Boys & Girls Club affiliation.
- Prepare monthly written reports of activities for Director to include in the Tribal Council regular meeting packet.
- Prepare report for inclusion in the Education Department report to Tribal Citizens in quarterly Newsletters and the Annual Report.
- Respond to questions/comments in a courteous and timely manner.
- Perform other duties as assigned.

III. MINIMUM QUALIFICATIONS

A. Education and working experience

- Bachelor's Degree in Education from accredited University or College
OR
- High school graduate and four years working in the field of education and/or youth counseling services.

B. Other experiences, skills and abilities

- Experience working in small communities and with diverse populations and/or Native American populations
- Experience working with youth ages 6-18 years of age
- Excellent writing and editing skills
- Ability to manage multiple tasks, work independently with minimal guidance, take initiative and work as a team player
- Ability to use Microsoft Office programs (Word and Excel)
- Ability to establish and maintain effective working relationships with STA staff, private and public organizations and the general public
- Effective communication & ability to network with other programs and organizations.

C. Criminal History

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position

- Who has been convicted of any crime involving a sexual offense
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness.
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an imminent partner or child.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

D. Drug and Alcohol Free Workplace

This position is considered safety-sensitive according to Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance. This position therefore requires a pre-employment drug screening, and is subject to reasonable suspicion, random, post-accident, return to duty and follow-up drug and/or alcohol testing.

IV. PREFERRED KNOWLEDGE

1. Experience tutoring young people – either individually and/or in a group setting.
2. Experience with the Boys and Girls Club of America.
3. Effective leadership skills and staff development strategies.
4. Ability to work with a variety of age groups.

V. PREFERENCE

Tribal Native Preference Policy Applies, as outlined in the STA Hiring Policy.