

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-312 **Issue Date:** 11-07-18 **Closing Date:** 11-20-18

Program Manager
Youth Activities
Department of Human Services
Hourly Wage: \$17.70-\$20.31/Regular/Full-Time

This position is responsible to ensure that available services and resources are afforded to Yakama Nation families to strengthen and promote a positive lifestyle. Will coordinate, plan, organize, and implement community health, recreational, social, and cultural activities on the Yakama Reservation and surrounding communities. Works with community to schedule activities/events at the Toppenish Community Center.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Reservation and surrounding communities.
- Knowledge of Yakama Nation culture, traditions, and religious values.
- Knowledge of general office practices and procedures.
- Knowledge of basic bookkeeping principles and practices. (JDE software)
- Knowledge of basic supervisory principles and practices.
- Ability to communicate effectively, both orally and written.
- Ability to establish effective working relationships.
- Ability to work effectively under stress.
- Ability to plan, organize, and implement health initiative, services, and activities.
- Ability to stimulate and promote interest in social and health related activities and participation for assistance in conducting them.
- Must possess computer skills and ability to use software.
- Must maintain confidentiality as appropriate for the safety of clients and staff.
- Able to work effectively independently and as a team member.

General Recruiting Indicators:

- Bachelor of Arts (BA) Degree preferred in Recreational leadership; Physical Education; Social Health; Education, or related field with experience working with youth, communities, and other organizations. OR an Associates of Arts (AA) Degree in Recreational Leadership; Physical Education; Social Health Education or related field with five years demonstrated successful implementation of Recreational and/or physical education programs/projects.

Necessary Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a criminal background check.
- Must possess a valid Washington State Driver License and ability to obtain a Tribal Driver Permit.
- Must have personal vehicle.
- Must possess a First Aid/CPR card or obtain one within 60 days of employment.
- Must possess a Food Handler's card or obtain one within 60 days of employment.
- Must be in good health.
- Yakama enrolled preference.