



The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 04/04/23
CLOSE: Until Filled

EXEMPT
NON-EXEMPT

POSITION DESCRIPTION

POSITION: AFTERSCHOOL PROGRAM COORDINATOR

RESPONSIBLE TO: Education & Employment Department Director

SALARY: Step Range: 10-25; Full Benefits
Salary Range: \$35,960 - \$56,024
Hourly Range: \$17.29 - \$26.93

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: Education & Employment Department
Fitness Center
320 S. Chiloquin Blvd
Chiloquin, OR 97624

BACKGROUND: P.L. 101-630 level

POSITION OBJECTIVES

The primary purpose of this position is to plan, organize, and oversee the maqlaqs s?ayooga Afterschool Program with youth in kindergarten through twelfth grade. The employee will create culturally appropriate course of activities and schedules for the Afterschool Program. This person will promote physical fitness, health and wellness and cultural awareness for eligible American Indian/Alaskan Native students.

This position will require collaboration with other department and Tribal youth programs. The work includes various responsibilities, requiring someone who can work independently with minimal supervision to ensure timely, accurate and efficient workflow in accordance with office policies and standards. The work often involves direct supervision of children.

MAJOR DUTIES AND RESPONSIBILITIES

1. Create culturally appropriate projects, events and activities that would benefit the students attending kindergarten through twelfth grade.
2. Establish positive rapport and have ability to work with students, families, Tribal programs and school staff.
3. Instruct staff on how best to assist with projects or activities in the Afterschool Program.
4. Provide program management; such as greet students as they get off the bus, instruct students to wash hands, seat students, and have a clear understanding of instructing several students of different ages in daily project, activities or lessons.
5. Plan activities and field trips for Afterschool Program, Early Release day, and End of the Year celebration event.
6. Effectively communicate the Education and Employment Department and the After School Program information to the public.
7. Perform receptionist duties on an as needed basis. This includes receiving incoming telephone calls and directing them to appropriate personnel. Other duties would include filing, photocopying, typing letters from rough draft, reports and other documents as assigned.
8. Establish and maintain an effective filing, reporting and record keeping system.
9. Prepare or assist to prepare light snacks or drinks to program participants.
10. Schedule meetings with parents/guardians, participate in department activities, and take meeting minutes as directed.
11. Required to attend student events on occasion. Events may be held on the-weekend or in the evening.
12. May occasionally drive for Afterschool functions, at times in inclement weather.
13. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

Work is performed under the instructional supervision of the Education & Employment Department Director. Work is normally assigned in terms of objectives to be achieved, according to standard procedures utilized by the maqlaqs s?ayooga After School Program within the Fitness Center. Detailed instructions will be provided on assignments. Recurring

assignments are carried out independently by the employee. New or unusual situations are to be discussed with supervisor.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of Klamath Tribes history and cultural practices.

Ability to create schedules for the afterschool program appropriate to grades kindergarten through twelfth grade.

Ability to provide classroom management and volunteer oversight to Afterschool Program.

Ability to accomplish tasks in accordance with established policies, procedures, practices and priorities of the Education and Employment Department and The Klamath Tribes.

Ability to plan activities and field trips for youth.

Ability to organize, plan and prioritize workload, using one's own initiative.

Ability to maintain **strict confidentiality** of client information.

Ability to create meaningful learning opportunities for students.

Ability to plan and put together healthy snacks for the Afterschool Program.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to possess a minimum of 9 months positive work experience with Tribal children or in an education setting.
- **REQUIRED** to maintain strict confidentiality of records and information pertinent to the nature of the position.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to have or to obtain a food handlers card within 90 days of hire.

- **REQUIRED** to work an alternate schedule, including weekends and evenings as necessary.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Higher education credits with transferrable work experience; or college degree is preferred. *(Copy of transcripts must be submitted with application.)*

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. *(Must submit Tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes

**ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)