



# Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502  
Tribal Offices: 251.368.9136 ♦ [www.pci-nsn.gov](http://www.pci-nsn.gov)

**Job Announcement:** HR2017:101

**Position Title:** Youth Counselor (As-Needed)

**Advertising:** Publicly

**Department:** Boys & Girls Club

**Division:** Community Services

**Immediate Supervisor:** Field Supervisor

**Department Director:** Boys & Girls Club Director

**Employment Status:** Non-Exempt

**Position Type:** Regular Part-Time (3 positions)

**Mandatory Reporter:** Yes

**Background Check Required:** Yes (child-sensitive)

**Opening Date:** Thursday, August 24, 2017

**Closing Date:** Thursday, August 31, 2017 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.

## Overall Objectives of Position

The Youth Counselor provides leadership and supervision for assigned children. The Youth Counselor is responsible for his or her group of students for after-school and /or summer activities and club function. This job description is not an all-inclusive list of duties and responsibilities of this position. The Youth Counselor is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Youth Counselor is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

## Primary Responsibilities of the Youth Counselor

- Ensures the safety and well-being of participants of various ages from a variety of physical and behavioral backgrounds.
- Performs other duties as assigned by the appropriate person.

## Day-to-day Responsibilities

- Supervises and participates with participants in indoor and outdoor activities such as games, arts & crafts, educational and cultural activities, field trips, swimming, short hikes, sports, and other daily activities.
- Maintains a highly motivated and charged atmosphere with a good relationship with the participants, parents, general public, and other staff members.
- Assists the Field Supervisor and/or applicable staff in planning, implementing, and carrying out daily activities; maintaining accurate daily records of assigned group.
- Assists the Field Supervisor in the preparation of weekly schedules and the weekly plan of activities.
- Inspects area for any safety concerns and reports them to the Field Supervisor.
- Ensures that all members are following all policies, including the discipline policy.
- Must fully inform the Field Supervisor and/or applicable staff of any possible problems relating to program and/or participants.

## Education/License/Certification and Experience Requirements

- High School Diploma or equivalent required.
- Must possess certification of "Mandatory Reporter Training" or obtain certification during the first week of employment.
- Must possess certification of "ServSafe" Training or obtain certification during the first week of employment.
- Must possess First Aid Certification (Red Cross) and CPR Certification or obtain certifications during first 30 days of employment.

## Skills Required

- Absolute confidentiality.
- Must possess character that earns the confidence of the participants, parents, and community, and minimizes public criticism or complaints.
- Must be enthusiastic and motivated and be able to work in a team environment under general supervision.
- Must maintain order among participants without yelling or using physical restraint.
- Must be in good physical condition with the ability to sit, stand, walk, kneel, crouch, stoop, and twist for an extended period of time as well as climb, lift, hold, and move objects weighing a maximum of fifty (50) pounds.

## Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Must be eighteen (18) years old or older.
- Ability to travel and participate in training as recommended to meet the goals and objectives of applicable programs.
- Must successfully pass the required criminal and character background check.
- Must possess a valid state driver's license and an insurable driving record according to Tribal insurance guidelines.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**