

*Connecting care with a culture of comprehensive wellness*

## Job Description

**Job Title:** Youth Aide and Transporter  
**Department:** Community Wellness  
**Reports To:** Youth Program Coordinator  
**Employment Category:** Regular, Part Time  
**Supervisory Responsibility:** None  
**FLSA Status:** Non-Exempt  
**Salary Level:** Negotiable

**Position Summary:** This position consists of working with youth program staff to assist with youth program activities; participate in the delivery of curriculum-based services; provide transportation to onsite activities and external events; and provide related supportive assistance to and for youth group programming.

### Essential Duties and Responsibilities:

- Provide program related transportation.
- Assist in implementing youth program curriculum as required.
- Assist with meal preparations and clean up.
- Assists in preparation, staffing and clean-up of on and off-site events such as health fairs, field trips, conferences, cultural events and pow-wows.
- Keeps vehicles clean and organized while transporting youth and families.
- Exemplifies excellent customer service with youth, families, visitors, and employees; shows courtesy, friendliness, helpfulness, and respect.
- Consistently demonstrates respect for the capabilities, different cultures and/or personalities of internal and external clients.
- Relates well, and works collaboratively with, all levels of staff in a professional manner.
- Attend agency, departmental and local meetings, and trainings as required or requested.
- Performs other tasks as assigned by administration.

**Education/Experience:** High school degree or equivalent, some college experience preferred. Experience working with Native American youth preferred.

### Required Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crises and tolerate stress professionally.
- Must have a valid MI Chauffeur's license or able to achieve one within one month of being hired; other credential or licenses must be kept current and consistent with applicable regulations.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Ability to promote an alcohol, tobacco and drug-free work environment.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.

- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

**Preferred Requirements:** Familiarity and/or experience working with the Native American community at a local level; respect for and knowledge of traditional, cultural and spiritual practices of a diverse Native American community, as well as an ability to work with other racially, culturally and ethnically diverse populations.

**Work Environment/Physical Demands:** The characteristics and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is often required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. The employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**NATIVE AMERICAN/AMERICAN INDIAN PREFERENCE IN HIRING WILL BE APPLIED AS DEFINED IN THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).**

**Acknowledgement of Receipt**

I acknowledge that this job description is neither a contract of employment nor a legal document. I have received the job description, and I understand that it is my responsibility to read and comply with the duties contained in this description and any revisions made to it.

EMPLOYEE'S NAME (printed): \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

ENTERED INTO PERSONNEL FILE BY: \_\_\_\_\_

DATE: \_\_\_\_\_

*Revised: 11/02/2023*