

Connecting care with a culture of comprehensive wellness
Job Description

Job Title: Summer Youth Program Lead

Program: Youth Program

Department: Community Wellness

Reports To: Program Youth Development & Planning Manager

Employment Category: Temporary, Full Time, May-August 2024

FLSA Status: Exempt or Non-Exempt

Salary Level: \$16-\$20/Hour

Position Summary: The Summer Youth Program Lead position consists of coordinating with youth program staff to assist with summer youth program activities, oversee and develop summer youth program staff, and may support with transportation of youth as needed. The Summer Youth Program Lead will develop and implement tools that will positively engage families, strengthen parent to youth communication skills, promote cultural awareness, and bring awareness to mental health and healthy living. The AIHFS Youth Program primarily serves American Indian/Alaska Native (AI/AN) youth and young adults ages 5-18 in Southeastern Michigan. The program supports positive youth development, family engagement, and increasing access to culturally appropriate prevention activities

Essential Duties and Responsibilities:

- Assists with implementing, and evaluating youth programs Urban Native curriculum.
- Oversees and assists with training and development of summer youth program staff. Fosters resiliency and protective factors to prevent substance abuse, suicide, violence, bullying, while incorporating culturally based activities.
- Assist with planning and coordinating the Dream Initiative program ages (5-18), parent engagement activities, community and cultural events. This includes, but is not limited to recruitment, reminder phone calls, food preparation, setting up and cleaning up.
- Distributes and educates the target community on health materials; promotes agency events and programming
- Collects, compiles and submits data for entry to verify client contacts. Ensures all outreach activities and client contacts are documented.
- Refers youth with social and emotional concerns/needs to other appropriate department or community agencies for assistance.
- Assist in planning, preparation and staffing on and off-site community events such as health fairs, field trips including camping and outdoor events, education and wellness conferences, cultural events and pow-wows.
- Relates well with, expresses concern for and sincere interest in working with youth of all ages.
- Relates well, and works collaboratively with, all levels of staff in a professional manner.
- Attend agency, departmental and local meetings, as required or requested.

Other Duties and Responsibilities:

- Critically thinks about program standards and compliance requirements while utilizing cultural awareness and humility specific to a participant's age, culture, and economic status.
- Participates actively as member of inter-departmental team to coordinate services.
- Performs miscellaneous errands and services or other tasks as directed by supervisor or administration.

- May assist with youth programming transportation and keeps vehicles clean and organized while transporting youth and families.
- Exemplifies professionalism with youth, families, visitors, and employees; shows courtesy, friendliness, helpfulness, and respect.

Education/Experience: Bachelor’s Degree from an accredited college or university is required with a concentration in education, curriculum development, early childhood education, elementary/secondary education, social work, youth development or a related field. Minimum of one-year experience in human services profession, preferably working with youth. Experience implementing culturally based, informed or adapted programming preferred. Proficiency in use of technology including but not limited to social media and other web-based platforms. Must be able to demonstrate requirements during the interview process.

Additional Qualifications:

- Must be of ages 16-24 years (Entering the workforce)
- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Must complete a MCBAP Certification Prevention Specialist/Consultant Development plan and become certified within sixteen months of hire.
- Valid MI Chauffeur’s license; 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 lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to read and comprehend simple instructions, short correspondence and memos.

Other Requirements: Familiarity and/or experience working with the Native American community; 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: 4/19/2024