

Connecting care with a culture of comprehensive wellness

Job Description

Job Title: Youth Program Coordinator

Department: Community Wellness

Reports To: Youth Development & Planning Manager

Supervisory Responsibilities: None

Employment Category: Regular, Full-Time

FLSA Status: Non-Exempt

Position Summary: The Youth Program Coordinator participates in the direct service deliverables of youth programming activities while ensuring a safe and healthy environment for youth. This position assists in the development and planning of youth program curriculum to coordinate and support all grant requirements applicable to programming needs. All programming staff are required to deliver high quality wellness focus initiatives and strategies to promote cultural well-being, prevention, healthy living, nutrition, and social responsibility. This position supports the community and the families of youth as they transition into adulthood.

Essential Duties and Responsibilities:

- Participates hands-on in the direct service delivery of youth programming instructions, activities, and demonstrations.
- Assist with the planning, implementation and evaluation of programs that meet community needs and grant requirements. Interacts with community to determine methods of promoting nutrition and physical activity.
- Builds trust, rapport and open lines of communication with urban youth including at-risk youth and their families.
- Assist in the development and planning of youth program curriculum and work plans.
- Promotes cultural-mental-physical-spiritual well-being, prevention, healthy living, nutrition, physical activity, food sovereignty, and social responsibility initiatives.
- Applies other initiatives that address health promotions through health screens and PSE (policy, systems and environmental) changes.
- Meets required grant project goals and objectives as assigned.
- Collaborates with Youth Program team members and department leadership on program deliverables, assessments and evaluations.
- Provides youth transportation and/or facilitates transportation services for youth program and field trips.
- Conducts grant project promotional activities to increase awareness and community involvement.
- Ensure compliancy with applicable grant data collection and reporting submissions to meet grant requirements.
- Maintain confidential record keeping.
- Establish and maintain a system of communication with staff, community partners and funders.
- Attend internal and external meetings
- Other duties as assigned

Other Duties and Responsibilities:

- Assist youth and families in requests and referrals of other services held at AIHFS including but not limited to cultural/traditional services, mental health services, primary care services. Outside services may also be referred.
- Attend Conferences when applicable
- Assist in the coordination, planning and preparations of on-site and off-site community events such as health fairs, powwows, youth events and other agency events.
- Assist in the search and application process of new grants or grant renewals to support youth and community programming as necessary.
- Assist in the development/modifying/reviewing of department policies, procedures and other forms or documents.

Education/Experience: Bachelor's degree from an accredited college or university in a field related to position. Years of direct experience may substitute some education. Minimum of one-year experience. Must be able to demonstrate requirements on resume and during the interview process.

Additional Qualifications:

- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Valid MI Chauffeur's license or willingness to obtain; 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: Respect for 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: 04/2025