



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Athletic Youth Mentor  
Lummi Youth Social Services (LYSS)

**OPEN:** February 21, 2020

**EXEMPT:** No

**SALARY:** (4) \$12.47- \$13.97 p/h DOE

**SHIFT:** Afternoon/Evening Flexible

**LOCATION:** LYWC

**DURATION:** Regular Full Time

**CLOSES:** February 28, 2020

**JOB CODE:**

**DIVISION:** LYSS

**DEPARTMENT:** LYR

**SUPERVISOR:** LYSS Director

**VACANCIES:** 1

**JOB SUMMARY:** Under the direct supervision of the LYWC Athletic Coordinator the Athletic Youth Mentor will assist in providing a safe environment with quality care programs and services to participants and their families in accordance with the Lummi Youth Wellness Center's programs, policies and procedures.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Working with and for youth comes with a responsibility to role-model a healthy lifestyle. This will be expected and promoted.
2. Provide on-site, direct supervision of children participating in Before and After School Program Activities , LYWC School Break Programs, weekend youth activities and Teen nights.
3. Assisting the Athletic Coordinator on coordinating and supervising regular weekly, evening, and weekend activities among all programs that support youth, e.g. prevention services, other youth programs, community events/activities, etc.
4. Assist Athletic Coordinator on transporting and supervising youth trips.
5. Will work closely with the Athletic Coordinator on planning youth activities and calendars.
6. Provide information and support to children and parents as needed for a successful program.
7. Be actively involved with Lummi children and parents who participate in program activities.
8. Assist in the development, implementation, and management of activities, community events, arts and crafts and cultural activities.
9. Provide positive role modeling, energy and enthusiasm.
10. Provide support to the LYWC Staff / youth and community participants.
11. All staff working with youth at the LYWC is considered mandatory reporters, Youth Mentor is required to report any (directly or indirectly received) disclosures of threats, bullying, child abuse, child sexual abuse or neglect as per LYWC Policies and Procedures.
12. Participate and assist in all Lummi Youth Social Services community events.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED

- 1 year experience working with youth.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance, *preferred*.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to maintain strict confidentiality at all times.
- Ability to develop and maintain good working relationships with parents and guardians.
- Good communication and listening skills to develop rapport with children, youth and their parents/caretakers.
- Exceptional computer skills and reports writing skills.
- Ability to learn on the job and willing to participate in relevant job training opportunities as identified.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must be prompt and demonstrate above average attendance.
- Must be flexible and able to work nights and weekends.
- Participate in trainings as recommended by supervisor.
- Must attend Mandatory Reporter training.
- Must maintain strict confidentiality at all times concerning workplace and of each student.
- Be respectful and sensitive to the values and culture of the Lummi Community.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.