

Pawnee Nation of Oklahoma

Education & Training Department

P.O. Box 470 • Pawnee, OK 74058 • (918) 762-2541 • Fax 762-4643 • e&t@pawneenation.org

Job Description

- Title:** Youth Services Coordinator
- Immediate Supervisor:** Will work directly under the Pawnee Nation Education & Training Director and in partnership with the Employment & Training coordinator.
- Summary:** The coordinator is hired by the Pawnee Nation. The coordinator is responsible to the Pawnee Nation Business Council through its delegates and the Indian Education Committee. The work-site is at Pawnee Public School's Middle & High Schools and RoamChief Learning Center. The position is year-round.
- Qualifications:** Post secondary Education (BA Degree minimum). Must pass a Basic Math Review and a Basic Writing assessment. Ability to work well with students, parents, teachers and school administrators is essential. Computer knowledge and record keeping is of vital importance.
- Responsibilities/Duties:** The role of the Youth Services Coordinator is two fold, to assist Native American youth to achieve academic success and to enter the world of work. In the academic area the coordinator will tutor middle school and high school students at the high school and after school in study hall at the Roam Chief Building. All students are monitored for academic achievement by checking the probation and eligibility memos produced by the middle school and high school offices. The parents of eligible youth are contacted and tutoring services are offered. Students who attend tutoring are tracked for academic progress every two weeks. Tracking sheets are given to parents as well as tutorgrams with tutor comments.
- Parents request academic assistance for fees, supplies, eyewear, and incentive awards. The youth services coordinator presents invoices to the education department to pay for these services.
- The youth services coordinator serves as a liaison between the school, the education, department and the parents. The coordinator assists the education director in producing

the monthly newsletter. Birthdays of all program clients are produced in the newsletter as well as relevant articles to the parents. Student achievements of note are recorded in the newsletter as well as program news, changes to program, and cultural articles.

The world to work role of the coordinator includes drafting clients who need work experience and job skills into appropriate jobs. The coordinator develops work sites with tribal programs, as well as the private sector, providing an opportunity to hire qualified clients for job experience and training. The coordinator is responsible for gathering needed documentation for the program, overseeing the clients, meeting with supervisors, and gathering post-work evaluations. Youth services also collect time cards and time sheets for client payment.

The youth service coordinator presents workshops for job skills and academic enrichment.

The youth services coordinator assists the education director with general activities of the education department answering phones, taking messages, and assisting clients when needed. They will also assist with fund raising activities which take place at times outside the normal work week. The coordinator takes on other duties as assigned