



Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218

P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

The Mission of NAYA Family Center is "...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education".

Position Description

Position:	Learning Center Coordinator
Department/Program:	Youth and Education Services
Compensation:	Starts at \$16 - \$18 or Commensurate with experience
Employment Status:	Regular, Full time, non-exempt
Benefits:	Benefits are associated with this position. Paid time off includes accrual of sick and vacation hours and paid holidays (see agency Personnel Policy manual). NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3-months of employment.
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Reports To:	Culture, Education, and Wellness Manager
Job Location:	Portland, OR
Created/Revised:	9/13/2016, Revised: 8/1/2017

Position Description:

This position is part of the Native American Youth and Family Center Youth and Education Services Department. The Learning Center Coordinator develops and facilitates programming throughout the school year and spring/summer breaks. During program planning and service delivery, the Learning Center Coordinator works directly with additional program coordinators and relevant staff to deliver consistent after school programming options for youth. Programs are located at the Native American Youth and Family Center site.

Essential Functions:

- **Facilitating after school program components:** The Learning Center Coordinator creates and maintains Monday – Thursday school year programs plus Spring and Summer camp programming primarily for K-8 aged youth (at times, high school youth will be served), including, but not limited to: daily recreation, homework support, cultural arts classes, youth dinner services and youth transportation services.
- **Establishing and Maintaining School and Community Partnerships:** This position requires working with schools, community partners and social services organizations with the goal of expanding access to and improving NAYA youth programs.
- **After School Goal Planning:** Using the principals of the Relational Worldview Model, The Learning Center Coordinator will help students to create and fulfill after school Goal Plans that include but are not limited to utilizing targeted academic support, cultural arts education and sports activities.
- **File management and data input:** The Learning Center Coordinator creates and maintains youth files that include relevant records needed to support the student in achieving the above goals and outcomes. Inputs

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records into the Youth and Education Services database (including, but not limited to, daily attendance) in order to generate progress reports and maintain grant reporting documentation.

- **Coordinating volunteers:** The Learning Center Coordinator recruits and supervises volunteers, connecting them to students participating in on-site programming; this includes standing partnerships with Portland State University's Capstone Program.

Additional Duties:

- Ensure NAYA after school transportation vehicles are maintained, including weekly refueling.
- Other duties as assigned by Culture, Education, and Wellness Manager and/or Director of Youth and Education Services.
- Additional Learning Center Coordinator Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
 - Input data, and maintain NAYA and/or contractually required information database systems to track client information
 - Includes entering client data, assisting and/or preparing periodic reports
 - Database example included but is not limited to: Efforts to Outcome (ETO)
 - Participate in trainings and/or meetings to ensure program outcomes are achieved
 - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
 - Work as an active member of departmental team
 - Participate actively in cross-departmental team projects
 - Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:

- Bachelor's Degree Required, Education, Public Health, Social Work, Public Policy, Indigenous/Native American Studies or similar field, and/or equivalent program management experience ; equivalent program coordination experience will also be considered.
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience preferred

Experience:

- Experience working within diverse populations, specifically with the urban and reservation-based Native American population, including working within a tribe, board, or other organization, strongly preferred
- Two (2) years experience in educational support, after school or out of school time programs, and/or youth development with low income and culturally diverse populations preferred

Skills:

- Ability to deal with different types of situations appropriately, including effective communication with people from diverse backgrounds
- Strong organizational skills
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

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Work Environment: 70% office/on-site after-school program, 15% school visits including travel time and 15% community partner meetings and trainings.

Physical Requirements:

- The employee may be required to sit and/or stand for long periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check)

Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: 11:59 p.m. August 20, 2017

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:
Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: HR@nayapdx.org