



Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218

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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:	SUN Community School Site Manager Lynch View Elementary
Department/Program:	Youth and Education Services Department; Community Schools
Compensation:	\$39,000 - \$43,000/Annually
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours (see agency Personnel Policy manual for PTO accrual rates). NAYA recognizes ten paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 1 year of employment.
Employment Status:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm; may require occasional early morning, weekend or evening work.
Supervision:	Supervise staff, including AmeriCorps members, and volunteers
Reports To:	Academic and Extracurricular Support Manager
Job Location:	Lynch View Elementary
Created/Revised:	April 2017

Position Description: Under the general supervision of the Academic and Extracurricular Support Manager, the SUN Community School Site Manager Lynch View Elementary is responsible for day to day operations, long-term visioning and quality of the SUN Community School Program at Lynch View Elementary. The SUN Community School Site Manager is the lead Program Coordinator and will be responsible for providing some training and supervision to the SUN Site Program Activities Coordinator (Lynch View Elementary) and supervising additional afterschool staff.

NAYA Family Center position descriptions are guidelines. They are not intended to identify every task that an employee will be asked to complete. They are intended as a general outline of the essential work responsibilities and qualifications of the position.

Essential Duties and Responsibilities:

- In collaboration with school principal, NAYA SUN Site Supervisor, Multnomah County SUN Program staff, school, families and grant partners, the SUN Community School Site Manager will develop core services to address academic enrichment, recreation and social service needs
- Oversee all aspects of after school activities – aligning services provided by the school/district, community partners and those offered by NAYA into one comprehensive model
- Lead and train other Program Coordinators
- Engage parents in the planning and implementation of SUN activities and work closely with parents to support individual student success
- Coordinate the implementation of family involvement and adult education opportunities that engage a diverse group of parents, guardians and community members in the school
- Develop and maintain strong and positive relationships with families, students, community partners, school staff and administrators

NAYA Family Center | Position Description: **Program Coordinator (SUN Site Manager)**

- Demonstrate positive behavior for students, school staff and families
- Perform administrative tasks, including organizing and facilitating meetings, developing and coordinating the Advisory Council, drafting an annual work plan and budget, compiling and disseminating program and NAYA information, data collection and writing and submitting required progress reports
- Recruit student participants by conducting marketing and outreach efforts to students and families D1
- Survey and assess community needs and strengths in order to fill service gaps
- Recruit and coordinate appropriate local community providers to offer their services on site and maintain those relationships throughout the program
- Draft partner agreements and memorandums of understanding with community organizations
- Supervise Part-time support positions on site
- Responsible for staff leadership and development of a team of temporary staff, including coordinating recruitment, hiring, training and supervision of Activity Leaders and volunteers
- Provide information and assist with linkage to broader community and social service resources, including those in the SUN Service System
- Meet regularly with Advisory Team, school staff and community partners
- Possess excellent classroom and behavior management skills
- Ability to work and communicate effectively with a broad range of individuals and groups
- Ability to take initiative, prioritize, plan and organize
- Ability to effectively manage and maintain confidential and sensitive information
- Attend supervision meetings with NAYA Academic and Extracurricular Support Manager
- Actively participate in all agency and program meetings, trainings and retreats
- Work directly with Human Resources regarding hiring, employee performance and employee relations issues
- Organize and maintain personnel records and documentation as required
- Provide data and written reports as required
- Effectively and consistently market the organization, communicating about NAYA and its programs in a way that is both compelling and on message. Follow marketing guidelines in place when communicating with staff, volunteers, clients, partners, and potential supporters
- Comply with NAYA policies and procedures as outlined in the Personnel Policy Manual

Values:

- We use creative and proactive problem solving to build and sustain dynamic community-based programs and quality services.
- We believe in the potential of families and individuals at all life stages and focus on prevention, wellness, and independence.
- We build strong relationships by collaborating with our funders, partners, and highly trained volunteers, always striving for an extensive commitment to diversity.

Diversity and Equity

- Values working in a multi-cultural, diverse environment
- Values and supports inclusion and program access for clients
- Supports agency goals for enhancing diversity and equity within program areas

Collaboration

- Ability to work effectively in collaboration within all program areas of NAYA as well as other agencies
- Ability and commitment to work effectively within a team-dependent environment and provide leadership and support to staff to demonstrate effective team dynamics

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- Provide information and assist with linkage to broader community and social services
- Ability to work and communicate effectively with a broad range of individuals and groups
- Ability to connect position roles and agency mission

Program Administration

- Minimum of two years of experience in program development and administration
- Experience in developing and managing budgets
- Advanced knowledge and competency to operate a personal computer, including advanced competency in using Word, Excel and various database programs
- Strong verbal and written communication skills
- Ability to manage multiple projects simultaneously
- Possesses excellent time management and organizational skills
- Possesses excellent classroom and behavior management skills
- Ability to effectively manage and maintain confidential and sensitive information
- Ability to recognize and manage critical incidents within program and/mandatory reporting regulations and responsibilities
- Ability and commitment to continuous quality improvements and innovation of program

Supervision

- Experience and thorough understanding of effective communication skills
- Effective understanding of employment laws, rules and regulations
- Ability to provide necessary information in a timely manner to staff and volunteers
- Ability to set quality standards for programming and ensure adherence to standards
- Abilities and experience in development and supervision of academic enrichment and/or recreational programs
- Demonstrates continued accountability for effective, timely and consistent supervision of staff and volunteers

Knowledge, Skills and Abilities Required:

- Minimum of two years of experience in program development
- Experience in managing budgets
- Experience in supervision of staff and volunteers
- General understanding of employment laws, rules and regulations
- Experience in developing and supervision of academic enrichment and/or recreational programs
- Experience working in a public school setting
- Experience working in collaboration with a variety of agencies and programs
- Ability to work independently and to collaborate with other NAYA staff and SUN Program Coordinators
- Ability to communicate effectively with a broad range of individuals and groups

Additional Skills:

- Ability to communicate effectively in languages in addition to English is beneficial. Fluency (read, write and speak) in Spanish is very beneficial
- Ability to work independently and to model effective teamwork skills
- Ability to work in an interdisciplinary team setting
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research

NAYA Family Center | Position Description: Program Coordinator (SUN Site Manager)

- Word Processing
- MS Excel
- Service Point and Social Solutions – Efforts to Outcomes (ETO) Database use
- Email

Additional Duties:

- Other duties as assigned by Academic and Extracurricular Supports Manager
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - 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 examples include but are 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

Education & Training:

- Minimum of a BA or BS in public service, recreation or human services related field; MSW or MA preferred; or equivalent related experience
- 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

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Experience:

- Experience working in school based academic enrichment, recreation or social services programming is preferred
- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Experience in youth development and/or human services with low income and/or culturally diverse populations preferred

Work Environment: 90% office/classroom, 10% outside office including travel time.

Physical Requirements:

- The employee may be required to sit for extended periods as well as stand and use stairs occasionally
- 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; personal transportation allowing for travel within the Portland Metropolitan area in a timely manner.

Other Requirements:

1. Valid Oregon or Washington State Driver License if driving a personal vehicle (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)

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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: Open until filled. Applications received by 5/14/17 will receive priority.

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:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org