



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:	Youth & Education Services (YES) Summer Camp Support Staff
Department/Program:	Youth & Education Services Department
Compensation:	Starts at \$12.00 hourly or commensurate with experience
Benefits:	There are no benefits associated with this position
Employment Status:	Temporary (limited duration, not to exceed 1,000 hours), Part-Time, Non-Exempt: Program Dates are 7/5/2017 – 8/11/2017
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Culture, Education & Wellness Manager
Job Location:	Portland, OR
Created/Revised:	June 2017

Position Description:

The Summer Camp Support Staff is responsible for engaging with participants and supporting the operations of NAYA’s summer camp program. Participants are entering grade school in the fall.

Essential Functions:

- Supervise and engage the participants of NAYA’s K-8th^t (Focus K-2nd) Grade Summer Camp program, including:
 - Assisting with camp activities
 - Using positive behavior management techniques
 - Communicating with parents about their children as necessary
- Under the direction of senior staff, assist in the set-up, clean up, and implementation of all camp activities
- Provide consistent and continual supervision of camp participants (on an approximately 5:1 ratio) during all camp activities and community outings, including:
 - Being actively responsible for the safety of clients at all times during camp activities & field trips

Additional Duties:

- Other duties as assigned by Culture, Education & Wellness Manager
- Additional Summer Camp Support Staff Duties:
 - Proactively identify potential behavioral issues experienced by program participants and take steps to avoid behavioral problems
 - Utilize effective problem solving techniques if behavioral issues arise over the course of camp activities
 - Check in with parents regarding any behavioral issues that may arise over the course of camp activities
- Additional NAYA Family Center 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
 - Participate in trainings and/or meetings to ensure program outcomes are achieved

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Additional Duties, Continued:

Additional NAYA Family Center Duties, Continued:

- 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:

- High School Diploma or equivalent required
- 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 required

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 within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Some experience working with children (ages 6-18) and families preferred

Skills:

- Ability to follow written and verbal instructions
- Ability to consistently portray a positive demeanor (enthusiasm and commitment to service)
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- 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

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

Physical Requirements: lifting a maximum of 30 pounds, sitting for extended periods of time.

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *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.

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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: Open until filled.

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:

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