

Florida Indian Youth Program & Leadership Academy

Training Assistant I Job Description

Employer: Florida Governor's Council on Indian Affairs, Inc.

Position Title: Training Assistant I (TA)

Reports to: FIYP/LA Director and Lead Teacher

Location: Tallahassee, FL

Duration: July 21 through August 04

Hours: 24/7 for two weeks

Position Summary: General responsibility to help FIYP/LA Staff and FIYP/LA participants in a two-week, college preparatory, and exploratory program. Follow the schedule to assist with monitoring FIYP/LA participants. Assist the FIYP/LA Director and Lead Teacher during classroom hours. Perform related work duties as assigned by FIYP/LA Staff, as necessary for program success.

Distinguishing Features of the Position:

- Provide FIYP/LA Staff assistance to ensure that all FIYP/LA Participants experience a safe, secure, effective, and orderly program.
- Review, implement, and enforce the “*Rules and Regulations*” and the “*Code of Conduct*” as described in the *2018 Florida Indian Youth Program/Leadership Academy Handbook*.
- Reside on FSU campus dormitories for the duration of the program.
- Report incidents involving FIYP/LA participants to their assigned FIYP/LA Counselor at once and notify the FIYP/LA Director if the situation calls for action.
- Use professional judgement to prevent minor incidents from escalating.
- Lead by example as a ‘role model’ to help FIYP/LA participants lead constructive lives through positive interactions.
- Be accountable and give effective assistance to the FIYP/LA Staff in supervising FIYP/LA participants, as needed.
- Act as a liaison with FIYP/LA participants, and FIYP/LA Staff, as needed.

Education/Licensure

- Valid Driver's License.
- At least one year of college coursework (transcripts required) or related work experience (work history provided).

Experience

- Familiar with youth camps, scholastic activities, and/or field trip supervision.
- Able to make sound, consistent, and professional judgement decisions.
- Adaptability and tolerance of different viewpoints, e.g., religions, cultures, races, issues, personalities, and situations impacting youth groups.
- Is emotionally mature, disciplined, and highly motivated when working with Native youth groups.
- Able to follow a schedule and tasks assigned by the FIYP/LA Director and/or Lead Teacher, as needed for program success.

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Required Skills, Knowledge, Specialized Training

- Experience working with youth groups

Preferred Skills and Qualifications

- Has worked with Native youth
- CPR/ First Aid Certification
- Conflict Resolution Training & ability to de-escalate confrontations among youth groups
- Knowledge of FIYP/LA policies, procedures, and regulations.
- 1-yr College courses in education, counseling, or any other field.
- Understands Native youth issues and concerns
- Ability to connect with youth and counsel them effectively
- Serve as a role model, leader, and authority figure

Salary

\$1,200.00 for two weeks. This includes: meals, transportation, lodging and activity costs.

**If you can't follow the guidelines established by FGCI, Inc. Staff you may be terminated at any point during the Florida Indian Youth Program/Leadership Academy at the discretion of FGCI, Inc.'s Executive Director.*

The information presented herein indicates the general nature and level of work expected of employees in this category. It is not designated to contain, nor to be interpreted as, an exhaustive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Changes or modifications can be made, by the Executive Director at any time to the above.