



Poarch Band of Creek Indians

Tribal Government – Job Announcement

5811 Jack Springs Rd. ♦ Atmore, AL 36502

Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov



Position Title: Youth Counselor (As- Needed)	Job Announcement: HR2020:49
Department: Boys & Girls Club	Advertising: Publicly
Immediate Supervisor: Field Supervisor	Division: Community Services
Employment Status: Non- Exempt	Department Director: Boys & Girls Club Director
Mandatory Reporter: Yes	Position Type: Regular Part–Time (3 positions)
Opening Date: Friday, October 16, 2020	Background Check Required: Yes (child-sensitive)
	Closing Date: Friday, October 30, 2020 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code/DFWP.

Overall Objectives of Position

The Youth Counselor is responsible for providing leadership and supervision for assigned children of the after-school and/or summer activities. This job description is not an all-inclusive list of duties and responsibilities of this position. The Youth Counselor is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Youth Counselor is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Youth Counselor

- Ensures the safety and well-being of participants of various ages from a variety of physical and behavioral backgrounds.
- Performs other duties as assigned by the appropriate person.

Day-to-day Responsibilities

- Supervises participants while participating in indoor and outdoor activities such as games, arts & crafts, educational and cultural activities, field trips, swimming, short hikes, sports, and other daily activities.
- Maintains a highly motivated and charged atmosphere with a good relationship with the participants, parents, general public, and other staff members.
- Assists the Field Supervisor and/or applicable staff in planning, implementing, and carrying out daily activities; maintaining accurate daily records of assigned group.
- Assists the Field Supervisor in the preparation of weekly schedules and plan of activities.
- Inspects area for any safety concerns and reports them to the Field Supervisor.
- Ensures that all members are following all policies.
- Must fully inform the Field Supervisor and/or applicable staff of any possible problems relating to program and/or participants.

Education/License/Certification and Experience Requirements

- High school diploma or equivalent required.
- Must possess certification of “Mandatory Reporter Training” or obtain certification during the first week of employment.
- Must possess certification of “ServSafe” Training or obtain with thirty (30) days of employment.
- Must possess and maintain First Aid/CPR certification or obtain within ninety (90) days of employment.

Skills Required

- Absolute confidentiality.
- Must possess character that earns the confidence of the participants, parents, and community, and minimizes public criticism or complaints.
- Must be enthusiastic and motivated and be able to work in a team environment under general supervision.
- Must be in good physical condition with the ability to sit, stand, walk, kneel, crouch, stoop, and twist for an extended period of time as well as climb, lift, hold, and move objects weighing a maximum of fifty (50) pounds.

Additional Requirements

- Ability to work odd and irregular hours, as needed.
- Must be eighteen (18) years old or older.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in required training, leadership development, and other events.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in Building 500. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.** ***Please note ALL individuals selected for employment are required to complete a background investigation. Individuals being placed in positions designed as child-sensitive or data-sensitive must successfully complete a background check prior to employment.*