



Position: Summer Program Director

Wage: \$20 per hour

Reports to: Project Coordinator

Average hours per week: 40

Application Closing Date: April 21, 2017

Work Dates: July 5, 2017 to August 4, 2017

Summary of Functions

The *Summer Program Director* manages the summer language and culture program for Native youth aged 13 to 17 years in collaboration with the *Cultural Facilitator, Academic Specialist, and Project Coordinator*; provides high expectations for the behavior and academic/linguistic achievement of youth while providing them with high levels of culturally appropriate support and encouragement; maintains an up-to-date schedule of visiting elders and knowledge-keepers; maintains up-to-date student records, including but not limited to attendance and health records; ensures the health and safety of participating youth. This position entails participating in an intensive Salish language training program that includes formal classes, immersion language sessions, and the teaching of Salish language in an immersion setting.

Essential Duties and Responsibilities

- Is responsible for the day-to-day management of the summer program including supervision of youth, maintaining and disseminating attendance and performance records, preparing menus and contracting with caterers, and scheduling and supervising Native Elders and knowledge keepers.
- Implements learning experiences that advance the intellectual, cultural, emotional, social, and physical development of Native youth at Salish School of Spokane.
- Participates in an intensive Salish language training program.
- Is committed to fulfilling the non-profit, grass-roots mission of Salish School of Spokane through a holistic approach to service, employment, and Native community building.
- Must be able to work as a team, be self-motivated, and be responsible for developing and following school policies and procedures.
- Provides leadership and inspiration to youth and to other staff members.
- Uses clear communication to build strong relationships with youth, their families and with the Spokane community.
- Establishes routines and provides guidance to youth through positive discipline.
- Collaborates with Native youth, Elders & knowledge keepers to create a dynamic and successful Native cultural environment.



Additional Functions and Supervisory Responsibilities

Additional duties as assigned. The *Summer Program Director* will directly supervise Native youth and Native Elders and knowledge keepers, and will be responsible for collaborating with the *Cultural Facilitator, Academic Specialist, and Project Coordinator*.

Minimum Qualifications

- High school diploma or GED required. Degree in education, Native Studies, or human services preferred.
- Experience supervising and mentoring/coaching Native American youth required.
- Must be able and willing to learn to speak, read and write the Salish language.
- Must pass a Washington State Patrol background check before hire and each year thereafter.

Certificates, Licenses, Regulations

- First Aid, CPR, HIV/AIDS-Blood Borne Pathogens training and certification required upon hire
- Food worker's card required

Work Environment

- This position is performed in both classroom and outdoor settings.
- This position requires the ability to bend, stoop, lift, carry and move items weighing up to 50 pounds.
- This position requires some work to be performed outside of general business hours.