

# Human Resources Department Pueblo of Santo Domingo



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## JOB ANNOUNCEMENT

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**POSITION TITLE: Out of School Coordinator**

**SALARY RANGE: \$16-\$22/Hourly**

**DEPARTMENT: Kewa Child Care and Development**

**POSITION STATUS: Full-time**

**SUPERVISOR: KCCD Program Director**

**JOB POSTING ID: CCDF-11235**

**Open until filled- For best consideration apply by 5/26/2023**

*Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

### **BASIC PURPOSE:**

The Out-of-School Coordinator will oversee out-of-school programming for children ages 6 to 13. Out-of-school programming includes season enrichment camps and after school care that promotes health and wellness for all participants. The incumbent will coordinate with local entities (such as schools and/or tribal programs) in providing a holistic after school opportunities that includes, but is not limited to: tutoring, physical fitness, nutrition education, mentorship, and youth development activities. The incumbent will track attendance, participation and performance data related to all activities that are sponsored by the CCDF Program. The incumbent will create a budget and plan summer/winter break events, ultimately providing quality care for children when not in school. The incumbent will ensure quality development services are offered in accordance with Departmental, Federal, and Tribal, regulations, and laws.

### **TYPICAL FUNCTIONS:**

- Creates, plans for, and executes a calendar of out of school activities.
- Develops child enrichment activities for parents to carry out at home.
- Assists Program Director in budget for quality activities for children such as community events, field trips and winter/summer camps.
- Directly cares for 5 to 20 children during out of school time.
- Tracks participation and performance data related to wellness events.
- Recruits and performs outreach to ensure programmatic information reaches the vast community.
- Serves as SEIP Mentor for Summer Enrichment Camps. Will work with 2 camp mentors.
- Evaluates quality activities to determine interest in or satisfaction with activities and events.
- Promotes mental health education to improve the overall wellness of our clients, children and providers.
- Develops relationships with local schools and tribal organizations regarding youth development.
- Maintains records of daily activity. This includes a general description of activities, number of children in attendance, outcomes, and other pertinent information.
- Manages and coordinates end-of-year culminations events or appreciation events.

- Maintains all fiscal data, including receipts, timesheets, supply/material requests, evaluations, attendance data/reports per establish procedures and timelines.
- Submit quarterly narrative reports to director of all interactions, activities and services provided for children, teachers, and parents.
- Maintains inventory of all KCCD property and equipment.
- Ensure professional confidentiality with children's files and parent conference/consultations.
- Encourage parent involvement in all education and program activities.
- Assists Client Services Manager in determining needs of the family child care homes.
- Assists teachers in the classrooms and homes when coverage is needed.
- Attend training, workshops, and conferences to reflect personal development plan and for professional development.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty**

All Santo Domingo tribe employees must work in an ethical manner by following all Santo Domingo tribe policies and procedures relating to HIPAA, handling, tracking of participants confidential records, and proper behavior between staff and clients. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**

All Santo Domingo tribe employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

- **Goal and Task Management**

Incumbent in this job needs to be able to plan, prioritize, set goals, set up standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Decisiveness**

Incumbent in this position must be able to successfully figure out and start a course of action. Incumbent must require the consideration of multiple options, information sources, and development of contingency plans.

- **Vision**

Incumbent in this position must have the ability to gain an understanding of where an organization is headed considering internal and external trends and influences.

- **Interpersonal Skills (Working with Others)**

Incumbent in this position must be able to communicate one's feelings, preferences, needs, and opinions in a way that is neither threatening nor punishing to another person, while at the same time recognizing effort of others and praising that effort.

- **Teaching Others**

Incumbents in this position must be able to take responsibility for the development of individuals and groups through proper teaching, guidance, and coaching techniques.

## **MINIMUM QUALIFICATIONS:**

- A bachelor's degree in related field is desirable OR Two or more years' experience in working in a youth development setting and willingness to obtain a CDA.
- Excellent organizational skills to coordinate multifunctional priorities and activities.
- Excellent oral and written communication skills to focus efforts to meet the goals and objectives of students and parents, and CCDF requirements.
- Valid driver's license with ability to meet Pueblo of Santo Domingo liability insurance requirements and maintain eligibility for insurance.
- Must be 21 years of age or older.
- Must obtain CDA within 2 years of higher if incumbent does not possess a degree.
- Must obtain CPR/First Aid Certification and complete all required Health and Safety Training within 3 months of hire.
- Must be able to satisfactorily pass a background and fingerprinting screening.
- Covid-19 vaccination is required. Reasonable accommodation is considered.

## **HOW TO APPLY**

A completed application includes a Resume, Cover Letter and Santo Domingo Pueblo Employment Application. Please submit a completed application packet to one of the following:

- Online: [santodomingopueblo.isolvedhire.com/jobs](http://santodomingopueblo.isolvedhire.com/jobs)
- By email: [HR@kewa-nsn.us](mailto:HR@kewa-nsn.us)
  - Subject line: **Out of School Coordinator Application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715 4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

**Incomplete application packets may delay or exclude consideration of your application.**