BOYS & GIRLS CLUBS
"THE POSITIVE PLACE FOR KIDS"
P. O. BOX 6010
117 INDUSTRIAL ROAD EXTENSION
CHOCTAW, MS 39350
PHONE: 601.663.7669
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JOB ANNOUNCEMENT #14-58-49

POSITION TITLE: Part-Time Group Leader (3 Positions)

SALARY: Grade 4

OPENING DATE: **JUNE 22, 2016** JUN 2 2 2016

CLOSING DATE: **JULY 06, 2016 OR UNTIL FILLED**

SUPERVISOR: Unit Director

EMPLOYMENT TYPE: Temporary Casual Part-Time

JOB LOCATION: Boys & Girls Club Pearl River Unit

SCOPE OF SERVICE AND EFFECT:

The Part-Time Group Leader helps to plan, develop, and implement a comprehensive program of service and curriculums for youth enrolled in the Boys & Girls Clubs of Mississippi Band of Choctaw Indians. The Part-Time Group Leader is involved in all aspects of Club activities as an instructor, community liaison person, program coordinator, and administrator.

DUTIES AND RESPONSIBILITIES:

1. Serves as an instructor and planner for the Boys & Girls Clubs of Mississippi Band of Choctaw Indians' programs and curriculums that are reflective of those provided by the national level of Boys and Girls Clubs.
2. Solicits and utilizes input from members and staff in the process of planning, developing and scheduling programs and activities.
3. Prepares program outlines and develops or secures program materials appropriate to curriculum or program being implemented.
4. Develops and implements methods of recognition for participation and achievement.
5. Maintains positive working relationships with community agencies, parents, and community stakeholders for the purpose of team building and the effective use of resources and services.
6. Performs program evaluation activities, maintains accurate and complete records on activities and attendance, requisitions supplies and equipment as needed, and performs related administrative tasks as required.
7. Availability to work after hours or on weekends for field trips and special events sponsored by Boys & Girls Club Program.
8. Must be willing to travel locally/nationally for training seminars, meetings or events related to Boys & Girls Club.
9. Must conduct self in a professional manner in dress and mannerism.

10. Must work during Annual Choctaw Indian Fair as assigned.
11. Must be reliable and possess good work ethics: ability to work well with co-workers, able to follow instructions and directives by supervisors, arrive to work station on time and good attendance.
12. Performs other duties as assigned by supervisor.

WORK ENVIRONMENT:

Work will be performed in the community and Club to which the employee is assigned. Work may also be performed in other Clubs on the Reservation as well as in locations off Reservation as needed.

PHYSICAL DEMAND:

There will be some physical exercise required in club activities. Must be able to lift and move objects and/or materials weighing 50 pounds or less.

QUALIFICATIONS:

1. Must have a high school diploma or GED. A degree from an accredited college or university is preferred.
2. Must be familiar with Mississippi Band of Choctaw Indians culture, life styles, and health risks. Ability to speak Choctaw is preferred.
3. Must have one year previous work experience with children and young people in the health and human services or closely related field.
4. Must have an understanding of children and youth behavioral needs, good interpersonal skills, good verbal and written communication skills, and the ability to establish sound, positive working relationships with program participants, volunteers, and the community.
5. Must possess or obtain first aid and CPR certification.
6. Must have dependable transportation, state driver's license, automobile insurance as required by state law and clearance to operate Tribal vehicles.
7. Must submit to a background check pursuant to Public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention Act of 1990.
8. Must maintain a code of behavior as outlined in the Tribal Code of Behavior.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved as follows:

Notwithstanding this Native American preference, MBCI will employ non-MBCI members only when no qualified member of MBCI can be recruited, trained, or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a waiver of Native American Preference has been secured from the committee on Human Resources, Training and Development on a case by case basis.

The Authority to waiver Indian Preference Laws can only be exercised by the Committee on Human Resources, Training and Development, and the Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other openings for which the non-MBCI member or other Native American may have interest in or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive branch supervisors, and has no right to direct that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, PLEASE CONTACT:

Mississippi Band of Choctaw Indians
Human Resources Department
P. O. Box 6010
Choctaw, MS 39350