



YOUTH OPPORTUNITY PROGRAM

PHONE (601) 650-7321

MISSISSIPPI BAND OF CHOCTAW INDIANS
P. O. BOX 6010
CHOCTAW, MS 39350

JOB ANNOUNCEMENT #487192

POSITION TITLE: YOUTH ACTIVITIES COORDINATOR

SALARY: GRADE 11

OPENING DATE: SEPTEMBER 22, 2026 SEP 22 2026

CLOSING DATE: OCTOBER 06, 2026 OR UNTIL FILLED

SUPERVISOR: DIRECTOR, YOUTH OPPORTUNITY PROGRAM

JOB LOCATION: YOUTH OPPORTUNITY PROGRAM

SCOPE OF SERVICES AND EFFECT:

The Youth Activities Coordinator will design and implement a comprehensive youth activity program for the tribal youth summer work program as well as the Chahta Alla Youth Council. This position coordinates with various Tribal agencies and other institutions to provide opportunities for youth career exploration, organized sports, educational programs, and personal development for the Choctaw youth. This position will perform professional duties in planning, supervising, coordinating, and managing the Chahta Alla Youth Council.

DUTIES AND RESPONSIBILITIES:

1. Administer the youth activities program to include the development and implementation of operation procedures.
2. Assess job skills of each Youth Opportunity summer potential participant and make job placement correspond to the participant's interest.
3. Coordinate with various Tribal agencies and other institutions to provide opportunities for youth career exploration, organized sports, educational programs, and personal development for the Choctaw youth.
4. Will serve in a supervisory capacity for the Summer Youth Employment program as assigned.
5. Introduce and expose Choctaw students to all aspect of the tribal government operations, economic opportunities on the reservation, and higher education.

6. Be a positive role model as well as serving as a facilitator, teacher, observer promoter, and consultant.
7. Participate in community activities with the Youth Council which will require after hours and some weekend work.
8. Must participate in any training pertinent to the program.
9. Plan and conduct effecting meetings with individual youth or groups as assigned.
10. Drive program vans when needed for field trips, student transportation, or other program activities.
11. Encourage retention of the Choctaw language, heritage, and culture.
12. Submit monthly reports in a timely manner.
13. Other duties as assigned by the Program Director

WORK ENVIRONMENT:

The work environment for the Youth Activities Coordinator will be in the office as well as field work including visitation to all the schools and community facility buildings. Limited travel and after hours and weekend work may be involved.

QUALIFICATIONS:

1. A minimum of four year college coursework in the area of human resource and education.
2. Ability to observe and document needed services, make appropriate referrals, and maintain confidentiality.
3. Experience in developing and administering youth conference, youth seminar, youth field trips, recreational, and sports activities.
4. Experience in developing and administering personal development /education programs for youth.
5. Positive role model with strong administrative capabilities: excellent written and oral communication skills; and strong interpersonal skills.
6. Strong communication skills in Choctaw and English
7. Must have current CPR/First Aid certification.
8. Complete a criminal background check on county, state, and national levels. Any record of conviction of criminal or child abuse charges will result in immediate termination.
9. Employee will be subject to random drug testing.
10. Must have dependable transportation, a valid driver's license, and personal liability automobile insurance.

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:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be 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 waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. 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 a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, 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, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350