



# AMERICAN INDIAN SERVICES

*scholarships for Native*

## **Position Description**

Position Title: AIS PREP Site Coordinator

Hourly Range: \$23.00-\$28.00/Hour (determined by credentials and experience)

Classification: Non-Exempt

Location: Fort Hall, ID

2023-2024 Work Schedule:

- February - up to 20 hours for the whole month.
- March-May - up to 40 hours per pay period.
- June - Full Time Employee (or the week before their summer program starts)
- July - Full Time (or the week before their summer program starts)
- August - up to 40 hours per pay period (Exception: Full-time status while PREP is still in session)
- September-January - up to 20 hours for the whole month.

Role: Supervisory

**The mission of American Indian Services is to provide education to Native Americans in need through scholarships and programs while ensuring that their cultural values are preserved.**

### **Summary of Work:**

The American Indian Services (AIS) Pre-Freshman Engineering Program (PREP) Site Coordinator works under direct supervision of the AIS PREP Program Director and the AIS PREP Program Manager. The AIS PREP Site Coordinator will organize the AIS PREP Program by preparing materials, recruiting students, marketing the AIS PREP program to public & local schools, conducting public relations events, scheduling classrooms, hiring faculty and training staff for the summer program.

### **Duties & Responsibilities:**

- Recruit students by working with the community and local schools.
- Assists students and parents/guardians with program registration and program progress.
- On/off site monitoring of student safety.
- Handles any disciplinary actions needed regarding student behavior.
- Counsels' students in the development of meaningful educational plans.
- Arrange transportation and food services for students and staff.
- Manages necessary records relevant to students and staff.
- Hires, trains, and supervises site program staff.
- Locates and secures location/facility for program.
- Builds working relationships with administration of local schools and universities.

- Promotes the program within the local community.
- Represents AIS PREP in multiple functions including but not limited to classroom/community presentations, marketing and promotions activities, trainings or seminars, and workshops assigned by supervisor.
- Supports relationships AIS PREP has with partner organizations.
- All other duties as assigned by the AIS PREP Program Director or AIS PREP Program Manager.

**Knowledge, Skills and Abilities:**

- Knowledge and respect of Native American/Alaska Native cultures and peoples.
- Knowledge of youth development.
- Knowledge of current trends in STEM/STEAM education.
- Effective communication skills, written and verbal.
- Ability to interview, hire, train, supervise and evaluate program staff.
- Ability to implement online learning platforms such as Google Classroom, Zoom, etc.
- Ability to implement STEM/STEAM education programs.
- Ability to work independently as well as part of a team.
- Ability to travel and work evenings and weekends, if needed.
- Ability to work with members of the educational community at all levels.

**Required Qualifications:**

- Bachelor's degree preferred, in an Education/Teaching related field;
- OR 4 cumulative years of leadership and project management experience.
- Management and supervising experience
- Previous budgeting and financial management.
- Valid Driver's License.

*Note: All positions at the American Indian Services (AIS) support a safe, healthy and drug-free work environment through background checks, AIS maintains a drug & smoke-free environment. This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.*

*Employment at American Indian Services (AIS) is on an at-will basis, which means that your employment may be terminated by you or AIS at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. AIS reserves the right to change,*

*replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.*

*We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.*

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Employee Signature

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Date

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Printed Name