



NATIVE AMERICAN COMMUNITY SERVICES OF ERIE & NIAGARA COUNTIES, INC.
MICHAEL N. MARTIN, EXECUTIVE DIRECTOR

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Syracuse Office: TBD

JOB POSTING

Equal Opportunity Employer

Position: Clubhouse Youth Leader (20 hours) Multiple Positions

Type: Part-Time Hourly / Non-Exempt

Salary / Range: from \$15.00 / hour

Office: Erie and Niagara Counties (Buffalo and Niagara Falls)

Summary

Youth Leaders assist the Clubhouse Manager in providing a safe, supportive, culturally appropriate, alcohol and drug free environment for all members. The Clubhouses welcome self-identified Native American youth and young adults ages 13-18. Leaders will provide transportation, supervision, and leadership. Recruitment through outreach and attending and participating in weekly staff meetings will also be required. Leaders must be available for non-traditional hours, meaning evenings and weekends. The Clubhouses are open 25 hours per week. All efforts will be performed with understanding of and in accordance with Good Mind principles, while also adhering to the principles of Trauma Informed Care (TIC).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise, provide leadership, & be a positive role model for youth.
- Deliver workshops and activities in a confident, organized manner.
- Ensure youth programming utilizes a percentage of evidence-based prevention models.
- Provide safe transportation and/or supervision of youth to and from clubhouse activities.
- Recruit youth through local outreach efforts.
- Adhere to data collection & performance measurement requirements determined by SAMHSA & OASAS.
- Maintains necessary documentation and ensures the timely completion of all necessary recordkeeping.

QUALIFICATIONS, SKILLS, AND ABILITIES

- Bachelor's degree from accredited institution preferred.
- Ability to become CPR & First Aid certified.
- Ability to identify problems and solve them.
- Knowledge and understanding of substance use, and experience with at-risk youth.
- Effective program solving, organization, time management, and communication skills.
- Familiarity with and sensitivity toward local Native American communities.
- Intermediate computer skills; ability to use Microsoft Office Suite.
- Must have clean and valid NYS driver's license and carry minimum auto liability coverage of \$100k/\$300k.

For consideration send resume to: humanresources@nacswny.org