

ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.
POSITION DESCRIPTION

TITLE: Teen Summer Program Counselor

REPORTS TO: STD/HIV/AIDS Prevention Program Director

FLSA STATUS: Non-Exempt (Full-Time Temporary)

GENERAL DESCRIPTION:

Under the supervision of the STD/HIV/AIDS Prevention Program Director responsible for implementing and reporting on objectives established for the AAIHB OMH American Indian/Alaska Native Health Equity Initiative Project. The performance of duties will be in compliance with guidelines established by the funding agency. The summer program youth counselor will model leadership for project participants, ensure safety of all participants and help supervise project participants in all planned activities and carry out activities under the AAIHB OMH American Indian/Alaska Native Health Equity Initiative Project.

MAJOR DUTIES:

- Attend staff meetings as required to meet educational requirements established by AAIHB OMH American Indian/Alaska Native Health Equity Initiative Project.
- Provide a safe and healthy environment, both physically and mentally, to ensure the operation of a quality summer youth program.
- Ensures youth participants are aware of rules, and daily scheduled routines.
- Assist in the planning and implementing of the daily activities that fit the youth participant's needs and interests.
- Takes responsibility for the quality of the supplies, equipment and materials.
- Report all suspicions of child abuse to proper authorities.
- Make sure proper procedures are followed for sign-in/out of youth participants on a daily basis.
- Reports all accidents to the program coordinator and/or social worker, and completely fills out proper health log and/or accident/incident form
- Direct or assist in the daily maintenance of the summer program area, ensuring safety and cleanliness.
- Assume equal share of the regular housekeeping chores such as cleaning, preparing for daily activities and cleaning up after projects.
- Establish a relationship with each youth participant and know their present level of understanding; consider the needs of all and treat each youth participant with respect and dignity.
- Work toward positive parent/project team relations.
- Participates in participant recruitment and retention.
- Completes all paperwork clearly and concisely.
- Remains up to date on emergency procedures and AAIHB policies.

- All other duties assigned by Management.

KNOWLEDGE REQUIREMENTS:

- Must be able to pass a local, state, and federal background check.
- Must complete First Aid, CPR, AED training within two weeks
- Must have excellent leadership skills
- Excellent communication and interpersonal skills
- Desire and ability to work with children of all ages
- Demonstrated responsibility and dependability
- Follow through actions regarding communication with all parents
- May be required to lift and carry up to 50 lbs. in various forms.
- May be required to sit, stand, or maintain physical activity for extended periods of time.
- Must exhibit patience and understanding.
- Receives and follows detailed instructions. Must be alert at all times, keeping safety in mind.
- Must possess acceptable hearing and visual capabilities in order to monitor environment and youth's well-being.
- Must be capable of working under pressure in a somewhat disruptive environment.

QUALIFICATIONS:

- Must have youth engagement experience.
- Must have a high school diploma.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed both indoors and outdoors.
- Talk, listen, and sit for an extended period of time.
- Stand, use hands to hand objects, equipment, controls and reach with arms and hands.
- Come in direct daily contact with youth participants, parents, and community.
- Walk frequently and engage in activities with youth participants.
- Operate standard office equipment.
- Noise level is that of working with youth participants.

PREFERENCE:

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.