



<https://northernarapaho.com/?jobs=477-biixoo3etiit-program-youth-coordinator>

Northern Arapaho 477 Biixoo3etiit' Program- Youth Coordinator

Description

Northern Arapaho Tribe

Notice of Employment

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Position: Youth Coordinator

Department: 477 Biixoo3etiit' Program

Salary: DOE

Opening: October 14, 2026 **Closing:** October 30, 2026

Job Summary:

The 477 TANF Lead Youth Advocate is to coordinate and administer programs that provide social, cultural, education services. The goal is to guide NAT 477 TANF youth participants in gaining knowledge of fundamental life skills necessary to sustain self-sufficiency as adults. Program focus will have direct correlation to the overall goals of the NAT 477 TANF Program. These goals are to be met through hands on, interactive activities guided by positive adult role models. Will also be responsible for students that attend our Immersion schools, Head Start Programs and four schools (formerly known as the Johnson O'Malley Program) to carry out goals and objectives. The youth advocate will be able to coordinate all activities to enrich the education experience and promote cultural identity to all our students.

Qualifications Requirements:

Knowledge of;

- Policies, procedures and functions of the NAT.
- Laws, rules, and regulations as it applies to work
- Applicable software and data processing applications
- Accounting Procedures
- Coordinate and develop educational activity plans for eligible students.
- Seek and document student attendance and participation.
- Establish and participate in on-going educational programs and effective educational committees.
- Encourage parents to attend Indian Education Committee meetings.
- Correct English usage, spelling, grammar, punctuation, and sentence structure.
- Working knowledge of NAT 477 Program and the Northern Arapaho Tribe

Ability to;

Hiring organization

Northern Arapaho Tribe

Employment Type

Full-time

Job Location

230 W Main, 82501, Riverton, WY, US

Working Hours

8am-5pm mon-fri

Base Salary

\$ doe

Date posted

October 14, 2026

Valid through

30.10.2026

- Interpret and apply NAT rules and procedures with good judgment while independently carrying out a variety of projects.
- Take responsibility and use good judgment in recognizing scope of authority.
- Create correspondence from oral or written instructions in a clear and concise manner. Plan, organize and coordinate program operations
- Discretely handle confidential matters and sensitive issues.
- Under the supervision of 477 Administrators.
- Speak in front of large groups

Education and Training:

Four-year degree in Human Services or closely related field and one to two years' experience in teaching or counseling or A combination of education and experience

Essential Functions

- Work with caseworkers to ensure important elements, pertaining to all children, contained in Individual Service Plan, are followed through.
 - Act as liaison and develop working relationship with our programs and schools to include daycares, Head start programs, high schools, and GED Programs.
 - Monitor attendance of all school aged children to ensure that they are attending school and making progress. Identify barriers to school attendance and progress and refer to appropriate resources to overcome barriers.
 - Coordinate all major youth activities to include, but not limited to; Christmas Dinner/gifts, camp, holiday activities, school clothes and supplies program, and other youth related events
 - Administer the youth summer employment services. Conduct site visits.
 - Work with Juvenile Justice Systems.
 - Develop network of resources to assist all children and develop an awareness of resources available.
 - Prepare reports.
 - Daily input into database and maintain corresponding hard files.
 - Participate in prevention, cultural and recreational activities with the youth.
- All other duties as assigned

Other Job Functions

Establish and maintain an effective system of communication with the organization, and establish and maintain effective working relationships with others. The Youth Supervisor must be able to execute varied and complex oral and written instructions, independently make short range plans and decisions to meet deadlines and to process confidential and sensitive information. He/she is responsible for appropriate follow-up on all assigned responsibilities. Be a responsible agent for management of the 477 Program and pays attention to the matters of implementation, accountability, and documentation of progress. All other duties as requires.

Job Demands

Work is primarily performed in an indoor office setting for eight hours per day. Physical effort is needed to lift and carry office materials, supplies and display materials. Mobility is needed to attend various meetings. Basic communication skills

such as talking, seeing, and hearing are needed for frequent telephone usage. Use of hands and fingers to handle objects and control automated equipment and computer, using finger dexterity. Patience and persuasiveness are needed when interacting with others. Must have the ability to work in a fast-paced environment and meet deadlines. Must have excellent verbal aptitude and writing ability. Necessary aptitudes include understanding instructions, numerical aptitude, problem solving, initiative, analytic ability, memory, concentration, and judgment. May occasionally be required to work beyond normal working hours.

Licensed/Certification Requirements:

Must pass a criminal background check and employee assessment prior to employment. Must possess a Valid State Driver's License, or the ability to obtain one within 90 days of employment.

This is a safety sensitive Job Position

The Northern Arapaho Tribe uses Indian Preference in accordance with Federal Law in all hiring and retention

How to Apply:

Complete Northern Arapaho Tribal Application form and submit to the N.A.T Human Resources: P.O. Box 396, Ft. Washakie, WY 82514 or submit in person to Human Resources located at the Tribal Complex Building, 533 Ethete Rd. Ethete, WY

Applications can also be completed on our website at www.northernarapaho.com click on Online Job Application. For more information call 307-332-2499 or Fax to 307-335-3596.

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