



Title: Youth Program Coordinator **Status:** Seasonal FT, May-Sep
Reports to: Executive Director **Salary:** \$15-\$18 hourly/DOQ

The Youth Program Coordinator will work closely with the program team to support the day to day operations of summer youth programming. This individual will support youth development opportunities in alignment with the mission to ensure program success; communicate with youth and families regularly; and provide transportation to and from the farm in Hugo, MN. The ideal candidate has a strong passion for Native culture, youth leadership development and mentorship. This position may be extended to address program needs.

Responsibilities & Expectations:

- Attend staff trainings, weekly team and program meetings
- Support coordination of summer youth education programs, including youth recruitment, curriculum, goals, forms and reporting, supply and equipment needs, daily schedules and activities, behavior guidelines and enforcement, and evaluation
- Build positive relationships with youth and their families
- Provide training to youth participants to become leaders in the community
- Collaborate with the DWH team regarding youth activities
- Assist with meeting preparation, logistics and communications with youth, their families, and staff regarding program activities, transportation and updates
- Support program documentation and evaluation needs related to grant reporting needs
- Fulfill administrative duties associated with the job
- Must be willing to adapt to change, fill in during staff absences and meet DWH needs
- Assist in programming activities and other duties as assigned

Qualifications:

- Two year degree; or equivalent experience preferred
- Knowledge of Native American culture, language, and/or history preferred
- Demonstrated knowledge of youth program coordination
- Demonstrated ability to meet grant objectives
- Ensure that program activities are consistent with mission, cultural values and organic principles
- Ability to communicate effectively and work collaboratively with staff, youth and families
- Experience working with Native American youth and community

Must pass a background check and have a valid driver’s license. Travel to and from the Hugo farm is required. May transport youth using a passenger van. Must have ability to work outdoors for long periods of time wearing a mask at all times; and flexibility to work occasional evenings and/or weekends.

Onboarding and training begins in May. Summer programs are currently scheduled to begin in June (pending COVID restrictions). Programs include 2 weeks in June, 3 weeks in July and August.

To Apply: Submit cover letter and resume to Bryan at Bryan@dreamofwildhealth.org. Open until filled.

Mission: To restore health and well-being in the Native community by recovering knowledge of and access to healthy Indigenous foods, medicines and lifeways.