



Program Coordinator – Red Calf Cohort

Number of positions available: 1

Type of position: part-time, tentatively the weeks of June 6 – 10, 2022, August 8-12, 2022, and December 5-9, 2022

Rate of Pay: \$25/hour

Summary of Duties:

The Program Coordinator will primarily work with the Technical Services Department at the InterTribal Buffalo Council (ITBC), based in Rapid City, SD. The mission of ITBC is “restoring buffalo to Indian Country, to preserve our historical, cultural, traditional and spiritual relationship for future generations.” The Technical Services Department has developed a program called the Red Calf Cohort, which is designed to increase tribal youth interest and careers in natural resource management. The Program Coordinator will work closely with the Technical Services Department as well as the Program Assistants to implement the Red Calf Cohort. The position is part-time and will include planning, facilitation, reporting and oversight of the program as well as supervision of the 10 program participants.

A. DESCRIPTION of WORK:

1. The primary responsibility will be to implement and oversee the Red Calf Cohort Program. Two tentative camps are planned: the Black Hills Kickoff Camp in South Dakota in June and the Yellowstone Camp in Yellowstone Park in August. In addition, participants will attend the ITBC 30th Anniversary Celebration in Las Vegas, NV in December.
2. The Program Coordinator will be required to attend those events and assist in supervising participants and overseeing program activities.
3. Specific duties will include:
 - a. Responsible for safety and wellbeing of all participants. This includes ensuring appropriate behavior of program participants is adhered to.
 - b. Will address any behavior issues or disciplinary actions with participants and will be the direct contact for parents/guardians of participants.
 - c. Provide assistance and oversight in planning field trips, closing events, mentorships, and reports.
 - d. Plan, schedule, and procure all supplies for meals for the program participants. Also responsible for preparing meals and assigning meal duties with participants and staff, which includes preparing, cooking, serving, and cleanup.
 - e. Will assist with planning field trips and camps and procuring supplies for the program.
 - f. Oversees and assigns camping duties to staff and participants, which includes pitching camp, maintenance, and cleanup.

- g. Will be on-call during the night and responsible for periodic night checks to ensure the safety and accountability of participants throughout the night.
- h. Performs miscellaneous job-related duties as assigned.

B. QUALIFICATIONS FOR PROGRAM COORDINATOR:

1. Commitment and interest in assisting high school students in their academic and personal growth.
2. At least 3+ years prior experience working with adolescents in a camp environment preferred.
3. Completion of an Associates Degree or higher in natural resource management, education, or related field preferred.
4. CPR and First Aid Certification or willingness to obtain certification prior to the start of the program.
5. Available to work from 8:00 AM to 8:00 PM daily during the Black Hills Kickoff Camp, the Yellowstone Camp, and the ITBC 30th Anniversary Celebration.
6. Available to be on call during the program throughout the nights.
7. Preference is given to enrolled member of a federally recognized tribe.
8. Ability to use initiative, demonstrate dependability, and use time constructively.
9. Ability to work with attention to detail, maturity, professional demeanor, tact, diplomacy, and sense of humor.
10. Ability to successfully pass a criminal and child protective services background check.

C. SUPERVISION

Under the supervision of the Wildlife Biologist and/or Project Manager.

D. WORKING CONDITIONS

Two-thirds of the program will take place in an outdoor setting. Staff must be willing to stay on site and live, eat, and share sleeping accommodations with cohort members.

To apply send a resume and cover letter to:

admin@itbcbuffalonation.org

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