



FAIRBANKS NATIVE ASSOCIATION, INC

Supplemental Job Description

Job Title: Cultural Specialist

Program Specific: JOM

Essential Functions:

Supervises Alaska Native/Native American youth during Native cultural dance activities, to include teaching Native song and dance to the JOM Potlatch Dance Group.

Coordinates culturally relevant activities within the Fairbanks North Star Borough School District (FNSBSD). This involves networking with area school principals, JOM Tutors and FNSBSD Alaska Native Education staff members.

Networks with local agencies to enable JOM students to participate in Native Youth Games.

Coordinates transportation for JOM students. Drives JOM van to transport students to and from practice sessions, performances and activities. Maintains vehicle logs. Checks and fills van gas tank and monitors scheduled maintenance tasks (oil/filter, tire rotation, etc.)

Maintains Native Culture van, ensures van is clean and presentable at all times.

Directs and supervises Native culture staff in a manner that motivates and enables them to do their jobs effectively and efficiently.

Maintains Native Culture Policy Manual, reviews and makes revisions recommendations to the Program Director, JOM.

Networks with Fairbanks Arts Association to secure Fairbanks City Bed Tax funding.

Attends FNSBSD Alaska Native Education Parent Committee meetings.

Maintains required participant documentation (i.e., BIA Certification forms, JOM Application, etc).

Specifications:

One year work experience working with Pre-K to grade 12 students.

Current CPR/First Aide or ability to obtain within thirty (30) days of hire.

Ability to plan, coordinate, and deliver culturally relevant activities for a broad range of audiences.

Knowledge of various Alaska Native song and dances.

Employee Signature

Date