



COUNCIL OF ATHABASKAN TRIBAL GOVERNMENTS

Kwaiik'it Gwekhekwaii Naii

P.O. Box 33

Fort Yukon, AK 99740

Ph: 907-662-2587 Fax: 907-662-3333

www.catg.org

POSITION DESCRIPTION

TITLE: YGS Chaperone

Responsible for escorting youth participants to the Alaska Summer Research Academy (ASRA). Assist in ensuring student safety during two-week participation in academy on the University of Alaska Fairbanks Campus. Oversee daily meal preparation and delivery, provide transportation or escort to and from academy, ensuring student daily on time and thorough participation in academy. Maintain positive attitude and assists in ensuring lodging environment is conducive to promoting student's participation in academy.

Chaperone duties and rules will include but are not limited to:

Responsible for assigned group of students throughout planning and execution of trip.

Attendance at any pre-trip chaperone meetings and meetings during the trip will be mandatory.

Prior to the trip, may be asked to personally contact a parent of each student in assigned group to share trip details, answer questions and gather any student information necessary.

Compile an emergency contact list and communication plan for assigned group. If a serious emergency occurs, the chaperones in charge shall promptly report the situation to the ASRA staff, YGS staff and the parents of the student(s) involved in the emergency.

Assist YGS staff with pre-trip details as needed.

Escort students to Fairbanks and to the University of Alaska Fairbanks ASRA program. Supervise students at all times when not attending ASRA sessions.

Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs at any time.

Responsible for getting assigned group to meals on time, may also be responsible for meal planning, preparation and clean-up.

Responsible for assuring students have all required items needed for the day's events.

Assist with vehicle loading and attendance.

Assist with snack and meal preparations, serving and clean-up.

Assist with laundry.

NO CHAPERONE WILL ISSUE DISCIPLINE TO A STUDENT.

Report all problems to the ASRA Program Director and to YGS Project Manager. Chaperones must consider that students may not be sent home by themselves for disciplinary reasons. Chaperones must take with them the supervising administrator's phone number to confer on disciplinary action if necessary.

Submit information for official background screening to the YGS Program Manager or Assistant.

Position Description: YGS Chaperone

Chaperones may not use, sell, provide, possess or be under the influence of drugs or alcohol at any time; THERE ARE ABSOLUTELY NO EXCEPTIONS TO THIS EXPECTATION!

Chaperones are not permitted to use tobacco in the presence of, or within sight of, students.

Chaperones may need to administer prescription or non-prescription medications to students per the parent's request.

Family members or friends of a chaperone may not participate.

Each night after curfew, chaperones will conduct room checks. Chaperones must ensure that each student is in their assigned room.

Chaperones should be the last individuals to retire to their rooms for the night.

REQUIREMENTS:

Must have a valid Driver's License (Alaska issued license preferred).

Must be eligible to rent a vehicle (minimum age of 25).

Perform all other duties and responsibilities as assigned.

Under the authority of P.L. 93-638 Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.

Abides by the Federal Privacy laws regarding confidentiality of records.

As a Federal contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. CATG has initiated and maintained a Drug and Alcohol Testing Policy which includes pre-employment and random anonymous testing thereafter.

Title:	Chaperone
Location:	CATG Region
Supervision:	YGS Project Manager
Classification:	Temporary
Salary:	\$120 per day
Approval:	
Closes:	
Contact:	Andrea Thomas, HR Manager 907-662-7534

Position Description: YGS Chaperone