

SUMMER YOUTH COORDINATOR

Position Announcement (In-House/Tribal Members)

JOB SUMMARY:

Under the direct supervision of the Tribal Administrator, or delegated agent, the Coordinator will supervise the Summer Youth Work Learn program. The main goals of the summer youth program are to create a culture of community service, while building a strong work ethic for Tribal youth as well as educational encouragement.

TITLE:	Summer Youth Coordinator
SUPERVISOR:	Tribal Administrator
OPENS:	April 19, 2017
CLOSES:	April 28, 2017
STATUS:	Full-time (30-35 hr/wk), Temporary (10 Weeks)/No Benefits
SALARY:	\$10.00 hr

DUTIES & RESPONSIBILITIES:

Administer the Summer Youth Program by providing tribal members, ages 14 to 18, with direction and supervision for the summer youth program. Incumbent will provide development, coordination and oversight of the summer youth program; inform students, parents and others of upcoming events, concerns and progress; provide weekly reports to the Tribal Administrator; coordinate with all Tribal Department heads and neighboring outside agencies to coordinate a positive work experience for the youth. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Must have ability to work independently, be flexible and demonstrate sound work ethic. Must pass a fingerprint and criminal background check according to P.L. 101-630 standards. Must have a High school diploma or GED. Must have a valid driver's license with a good driving record and be insurable.

DRUG-FREE WORKPLACE POLICY:

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record and two completed fingerprint cards (available at the Human Resources Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND ADHERES TO
THE INDIAN PREFERENCE ACT