



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Job Description

YOP Summer Youth Supervisor (2)

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **YOP Summer Youth Supervisor (2)**
Supervisor: TANF Manager
Location: Tribal Administration
Work Info: **Seasonal** (Full Time: 40 Hrs/Week (M-F))
Salary: DOE/Q

POSITION SUMMARY:

YOP Youth Supervisors shall work along with and supervise the Quileute Youth Opportunity Program Yard Crew youth workers. He/she shall work with the Program Supervisors and community partners to develop a list of jobs and schedule projects for Yard Crew to work on this summer. Supervisors will be responsible for: transporting youth and equipment to job sites; keeping track of time cards and completing time sheets for youth workers; overseeing proper equipment use, safety, and storage; monitoring equipment and supply needs; keeping a daily record of work completed; planning trips as opportunities and funding permit; handling all disciplinary action for Yard Crew workers and documenting Employee Warning Notices as necessary; conducting weekly performance reports for each youth worker. Other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Supervise youth workers (teach youth how to use equipment/perform tasks and stay on task)
- Be a role model for the crew and lead by example
- Demonstrate and enforce proper safety techniques and practices
- Keep track of Yard Crew timecards and complete timesheets
- Keep track of and document inventory of program equipment and make list of supplies as needed to provide program coordinators (Human Services Department Staff)
- Perform manual tasks (trash clean up, lawn care including mowing and weed eating, clipping sticker bushes/ shrubbery, hauling equipment, etc.)
- Conduct weekly performance reports for each youth worker
- Oversee disciplinary action of Yard Crew youth workers
- Plan annual Summer Youth projects, trips, and end of season awards
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

WORK ENVIRONMENT:

- Work is primarily conducted outdoor or indoor office environment, depending on where a youth is placed.
- Frequent disruptions.

PHYSICAL DEMANDS:

- Position typically requires sitting at a desk for extended periods of time and use of a computer screen, or outdoor work.
- Lifts and moves objects on occasion weighing up to 25 pounds.

SUPERVISORY RESPONSIBILITY:

- Carries out supervisory responsibilities of the YOP Staff in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, training employees, planning, assigning, and directing work, and evaluating performance.

- Supervision is provided to two or more YOP workers and other staff as programs are developed and other positions are created.

QUALIFICATIONS:

Required Qualifications:

- Must be over 21 years of age
- Must have experience working with young people in a supervisory capacity
- Be able to perform manual tasks and be *Competent* and *Reliable*
- Possess good judgment and able to give direction and follow directions
- Must have a knowledge of equipment use and maintenance (e.g. lawn mowers and weed eaters)
- Must have high school diploma or GED
- Must have excel, word, publisher, and email capability
- **Must provide a copy of your valid Washington State Driver's License**
- Must pass a criminal background check
- Must adhere to the personnel, drug and alcohol policies

Minimum/Preferred Qualifications:

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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