



DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

JOB ANNOUNCEMENT

POSITION: Summer Youth Supervisor **(Temporary - 10 Weeks)**

LOCATION: Duckwater, Nevada

HOURLY WAGE: \$24.00 PER HOUR

OPENING DATE: April 16, 2025

CLOSING DATE: Opened until Filled

JOB DESCRIPTION:

Incumbent will be under the direct supervision of the Tribal Administration, the project is Duckwater Community Improvements Projects: Festival Preparation and Clean up afterwards, Coordinate with Tribal Community Elders (65 and older) to assist them with projects one day per week, rehabilitate the community park (repair irrigation systems), grass/tree planting, playground maintenance, basketball court repair, bathroom project, general maintenance repair.

No Holiday, sick, or vacation days

DUTIES:

- Work independently to supervise all summer youth employees.
- Ensure the safety of each youth and is responsible to provide day-to-day safety meetings with the youth and monitors safety and worksite compliance.
- Monitor weather conditions and adjust schedules and breaks appropriate to weather conditions to prevent heat exhaustion.
- The incumbent will be required to hold briefing meetings on a weekly basis with the immediate supervisor.
- Provide leadership and mentoring for the youth to learn hands-on skills for completing all projects.

- Provide youth with the opportunity to acquire work experience to develop responsible work habits/ethics, team building skills, and a positive attitude.
- Provide training and well supervised, well structured and line the youth out daily.
- Communicate effectively with the youth on a day-to-day basis.
- Assign tasks that are challenging to help youth develop skills and confidence in their abilities.
- Help Youth organize and set priorities with various projects.
- Coordinate with various tribal departments for the use of equipment and volunteers.
- Follows administrative requirement to complete a timesheet and obtain timesheets from each youth employee to ensure its completeness.
- Monitor budget, order all needed supplies for all projects.
- Must complete weekly reports as a mandatory final report.
- Must attend training by funding organization.
- Must be willing to transport SYEP employees to day trip for cultural and like skills events

KNOWLEDGE AND SKILLS:

- Ability to make decisions and resolve conflicts.
- Must be CPR/AED Certified.
- Must enjoy working directly with all age groups with emphasis on the youth.
- Must be self motivated.
- Must possess the knowledge of general construction and worked with youth.

QUALIFICATIONS:

- Must possess a High School Diploma or equivalent (GED).
- Must have experience with carpentry for a minimum of 3 years.
- Must be able to pass a thorough background investigation.

- Must be bondable and have no felony or criminal misdemeanor conviction.
- **Must have Nevada State issued Driver's License and be insurable under the Duckwater Shoshone Tribe's insurance policy. If a Driver's License does not accompany application, the applicant will not be considered.**
- Must be able to pass a drug screening.

EQUAL OPPORTUNITY EMPLOYER:

Preference will be given to all qualified Duckwater Shoshone Tribal members first; all other Indian's second and non-Indian's third with federal requirements.

APPLICATIONS:

Applications may be picked up at the Duckwater Shoshone Tribal Administration Office or the Duckwater website at www.duckwatertribe.org

Applications must include a cover letter, resume, drivers license and a complete application. If those are not attached or completed: Applicant will not be considered.

Applications may be:

Mailed to: Duckwater Shoshone Tribe
Attention: Shalene Mike-Collins, Human Resources Director
P.O. Box 140068
Duckwater, Nevada 89314

Emailed to: hr.enroll@duckwatertribe.org

Hand delivered to: Duckwater Shoshone Tribe – Shalene Mike-Collins, Human Resources Director
511 Duckwater Falls Road
Duckwater, Nevada 89314