



Duckwater Shoshone Tribe
511 Duckwater Falls Road, P.O. Box 140068
Duckwater Nevada 89314
(775) 863-0227 Phone

JOB ANNOUNCEMENT

POSITION: Summer Youth Supervisor (Temporary -10 Weeks)

LOCATION: Duckwater, Nevada

HOURLY WAGE: \$24.00 per hour

OPENING DATE: April 8, 2026

CLOSING DATE: Opened until Filled

JOB DESCRIPTION:

Incumbent will be under the direct supervision of the Tribal Administration. Supervision of the Summer Youth Employment Program (SYEP) employees during June – August. SYEP will implement various Community Improvements Projects i.e., festival preparation, work during Festival weekend and clean up afterwards, coordinate with Tribal Community Elders (65 and older) to assist them with projects one day per week, rehabilitate/repair the tree line irrigation system, tree planting, basketball court repair, and general maintenance repair.

No Holiday, sick, or vacation days

DUTIES:

- Work independently to supervise SYEP employees.
- Ensure the safety of employees, work site compliance and is responsible for providing day-to-day safety meetings with the SYEP employees.
- Monitor weather conditions and adjust schedules and breaks appropriate to weather conditions to prevent heat exhaustion.
- Is required to hold briefing meetings on a weekly basis with the Tribal Administration / immediate supervisor.
- Provide leadership and mentoring for SYEP employees to learn hands-on skills for completing all projects.
- Provide SYEP employees with the opportunity to acquire work experience to develop responsible work habits/ethics, team building skills, and a positive attitude.

- Communicate effectively with SYEP employees on a day-to-day basis.
- Assign tasks that are challenging to help SYEP employees develop skills and confidence in their abilities.
- Assist the SYEP employees to 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 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 enjoy working directly with all age groups with emphasis on the youth.
- Must be self-motivated.
- Must possess the knowledge of general construction and work with youth.

QUALIFICATIONS:

- Must possess a High School Diploma or equivalent (GED).
- Must be CPR / AED Certified.
- Must have knowledge of carpentry.
- Must be able to pass a thorough background investigation.
- Must be bondable and have no felony or criminal misdemeanor conviction.
- Must be able to pass a drug screening.
- **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.

EQUAL OPPORTUNITY EMPLOYER:

Preference will be given to all qualified Duckwater Shoshone Tribal members first; all other Native American's second and Non-Native American'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, driver's 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