

**SEASONAL  
NO BENEFITS**

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Summer Youth Employment Program Supervisor**

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<b>EXEMPT:</b> No	<b>JOB CODE:</b> N/A
<b>TARGET SALARY:</b> \$15.00/DOQ	<b>SHIFT:</b> 8:00 – 5:00/FLEX
<b>PROGRAM:</b> Education & Training	<b>LOCATION:</b> Adult Ed Center – 6 <sup>th</sup> Ave.
<b>REPORTS TO:</b> Case Manager (Employment & Training)	

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**SUMMARY:** Performs supervision of and works along with approximately fifteen (15) youth employees between the ages of 14 – 21 for various education, training, and employment related activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe’s commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Recruits local department Director/Manager to participate by assigning, training, and supervising the Summer Youth Employment Program participants. Works with Director/Manager, community, administrators to create projects and/or jobs and prioritize accordingly into a summer schedule.

Responsible for maintaining data, compiling information and developing reports on the Summer Youth Program activities.

Responsible for ensuring that all time cards are submitted in a timely fashion as well as verify all information is correct and initialed by Work Site supervisor.

Ensure all Summer Youth Employment Program employee participants fulfill their education, training, and other related requirements and may be required to transport Summer Youth Employment Program employees to their education facilities utilizing tribal vehicles.

Assist in the reporting process.

Assist in setting up files for each Summer Youth Services Program employee participants and ensure that all files contain documentation necessary for completion.

Responsible for coordinating/providing life skills training/workshops to youth such as resume writing, interviewing, financial literacy, and other related topics.

Responsible for planning project, events, trips, and monitoring the activities of all Summer Youth Services Program participants.

Performs all clerical duties as it relates to the program and keep a daily log of participants activities.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises 15+ employees in the Summer Youth Employment Program. Is responsible for the overall direction, coordination, and evaluation of these units.

Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving issues.

**QUALIFICATIONS/REQUIREMENTS:**

**EDUCATION and/or EXPERIENCE:**

High School Diploma or General Education Degree (GED).

Higher Education and/or supervisory experience preferred.

Must meet income eligibility requirements (income verification must be included with application to be considered for an interview). Income guidelines are attached.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

**MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as ad discounts, interest, commissions, and proportions, and percentages, area, circumference, and volume.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Driver's license and be insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must authorize a background investigation in order to be considered for an interview.

**OTHER SKILLS AND ABILITIES:**

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, and email. Additional software program experience is preferred.

Ability to listen, observe and record a variety of information.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Ability to maintain strict confidentiality of records and information pertinent to the nature of work.

Ability to prioritize assignments and work independently with little supervision.

Must submit to and clear a pre-employment alcohol and drug test.

**PHYSICAL DEMANDS:**

The employee must occasionally lift and/or move up to twenty (20) pounds.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate.

**SPECIAL REQUIREMENT**

Must be 18 years of age or older to be eligible to apply for this position.

**ACKNOWLEDGMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed

herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council  
Personnel Office  
P.O. Box 115  
**71 Makah Bay Drive**  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: katherine.thompson@makah.com

**OPEN: April 30, 2019**  
**CLOSE: May 13, 2019**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.