

**NORTHERN CHEYENNE TRIBE
ENVIRONMENTAL PROTECTION & NATURAL RESOURCES
SUMMER YOUTH WORK-LEARN PROGRAM
JOB ANNOUNCEMENT
2018**

POSITION: Youth Work Learn Supervisor

SALARY: 15.00

DEPARTMENT: Environmental Protection & Natural Resources

ACCOUNTABLE TO: Water and Natural Resource Administrator

CLASSIFICATION: Temporary Part-Time (2-3 months)

OPENING DATE: May 17th, 2018

CLOSING DATE: May 25th, 2018

How To Apply: Submit a completed application, **RESUME**, 2 (within 1 year) letters of reference/recommendation, copies of certifications, (if claiming Indian Preference) a Tribal I.D. or Tribal Certification, (if claiming Veteran's Preference) a DD214, copy of college transcripts, Valid Montana Driver's License, Montana State driving record and be insurable to the Northern Cheyenne Tribe, att: Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

SUMMARY OF WORK:

This position **provides** office and field **support** to the Department of Environmental Protection & Natural Resources (DEPNR) Director and Water & Natural Resources Administrator in areas related to the Youth Work Learn (YWL) program. The YWL program was established to provide work opportunities and experience to youth (age 15-20) in environmental and natural resources.

This position **will** lead and supervise youth workers in reservation and community beautification (including park/recreation/camp area clean up), field data collection (e.g. water and wildlife surveys and inventorying recreation sites conservation projects, and open dump sites), identifying culturally significant and/or native plants, visiting tribally managed wildlife sites and other environmental protection and natural resources related duties. The YWL supervisor **will** also support youth's learning about the Northern Cheyenne Tribal governmental functions /

procedures (e.g. attending tribal council meetings), environmental science and natural resources professions, undergraduate and graduate programs. Time permitting, the YWL Supervisor **will** help with an overnight educational field trip so youth may learn more about environmental and natural resource educational programs and professions.

JOB CHARACTERISTICS:

Nature of Work: The daily activities of this position encompass office and field work, in all weather conditions, with extensive field work occurring during spring and summer (the seasons of the current position). Such fieldwork may involve inventorying and assessing land, fish and wildlife and their habitats, recreational areas/parks, etc. Office activities include writing reports, online research, managing data collection and management, and applicable office duties as assigned.

Personal Contacts: Daily contacts with DEPNR personnel with scheduled meetings with Water & Natural Resources Administrator and DEPNR Director. Intermittent contact with the Tribal Administration, Bureau of Indian Affairs, Bureau of Reclamation, U.S. Geological Survey, Department of Natural Resources and Conservation (DNRC/MT), and the general public.

Supervision Received: This position **will** receive general supervision by the Water and Natural Resources Administrator.

Supervision Exercised: This position **will** provide supervision to youth workers.

Essential Functions: This position performs duties that **require** the ability to communicate effectively with supervisor, subordinates, DEPNR Director, and Federal and State officials. Assists the Natural Resources Administrator and other programs within the department and contributes to the goal of conservation and protection of the Tribe's environment and natural resources.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Provides supervision, mentoring and teaching to youth workers in environmental protection and natural resources in the office and in the field.
- Establishes effective communications with Water & Natural Resources Administrator, Tribal, Federal and State agencies, general public and DEPNR personnel.
- Maintains and is responsible for tools, supplies, equipment and vehicles associated with Natural Resource Program's office and fieldwork operations.
- **Performs** data collection and recordkeeping.
- **Writes reports** objectives and tasks completed as outlined in grant requirements.
- **Conducts** inventorying, surveying, mapping, and assessment of wildlife areas, land, recreation areas, parks, habitats, noxious weeds, etc. as assigned.
- **Conducts** maintenance of tribal recreational areas/parks.
- Assists Water & Natural Resources Administrator with office and field duties as needed.

JOB REQUIREMENTS:

Knowledge: This position **requires** knowledge in supervising and mentoring youth, basic knowledge of computer software, word processing, report writing, data collection and management.

Skills: This position **requires** skills needed to operate GPS/GIS equipment, computers, calculators, power tools, and other office/field equipment.

Abilities: Incumbent **must** have an interest in furthering their education in environmental protection, natural resource management and that of youth. Incumbent **must** have willingness to supervise, teach and mentor youth in community beautification, field data collection, identifying culturally significant and/or native plants, visiting tribally managed wildlife sites, data collection and management, other environmental protection and natural resources related duties. This position **requires** the ability to work in teams and independently, operate field equipment, program vehicles, power tools and, surveying equipment. This position also **requires** exceptional written and oral communications with the **ability** to follow written and verbal instructions. This position as related to the entire department will have other duties assigned and will likely be cross-trained to assist other departmental programs.

EDUCATION AND EXPERIENCE:

1. Two-year **Associates Degree** required with a Bachelor's of Science degree **preferred**, from an accredited college or university with major coursework in natural resources, environmental science, or related science field. **Must** provide copy of credentials.

OR

2. A combination of education, experience, and training: Minimum of **12** months combined work experience, preferably in natural resources/environmental field. Research internships may count toward work experience and **must** be documented on resume. **Must** provide a copy of your college transcripts and training certificates.

ADDITIONAL KEY REQUIREMENTS:

- **Must** sign waiver for pre-employment drug testing and pass urinalysis screening.
- This position **requires** use of program vehicles and equipment. **Must** possess a valid driver's license and be insurable under the Tribe's Insurance Policy. **Must** provide a copy of driver's license and **driving record**.
- **Must** sign a disclosure statement and agree to a background check. Selection and retention in this position is contingent on a successfully adjudicated criminal history check and background investigation.

ADDITIONAL WEIGHING FACTORS:

1. Indian Preference **will** be given to qualified enrolled members of a federally-recognized tribe, with priority consideration to members of the Northern Cheyenne Tribe. **Must** provide a copy of your Certificate of Indian Blood or tribal identification.
2. Veterans Preference **will** be given to applicants discharged or released from active duty in the Armed Forces under honorable conditions (i.e., honorable or general discharge) are eligible for veterans' preference. **Must** provide DD-214 Military Service Record.