

Contractual Job Announcement

Nevada Gold Mines Summer Youth Coordinator (3 positions)
10 Week Contract @ \$14.00/Hour 40 Hours/Week

Opens: June 3, 2020

Closes: June 17, 2020 @ 5:00 pm.

MAJOR FUNCTION AND PURPOSE:

The Nevada Gold Mines Summer Youth Coordinator will be supervising Nevada Gold Mines/WIOA Summer Youth Employment participants and transporting them to assigned worksites. Coordinator will communicate and work with all supervisors of youth in the organization.

ESSENTIAL JOB FUNCTIONS

1. Must be open to do assigned duties by the Tribal Administrator and Resource Staff.
2. Must be able to guide Summer Youth Employment participants and demonstrate assigned duties.
3. Must be open to work outdoors and find a solution with worksite department supervisors if conflict occurs with their assigned Summer Youth Employment participant.
4. **Keep Summer Youth Workers abreast of all safety guidelines; work with site supervisors to ensure that safety is top priority. Covid-19 safety measures/precautions must be reinforced at all times with the youth workers. Must set good example of wearing masks/gloves/PPE/outside work clothes, etc.**
5. Duties include:
 - Maintenance at particular locations/worksites.
 - Mow lawns/weeds and usage of weed eaters.
 - Painting.
 - Picking and gathering willows for different cultural gatherings.
 - Trash pick-up at transfer station, cemeteries, elder's homes, store, and side of highway 225/highway51.
 - Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Supervise line staff by articulating expectations, displaying model behavior, maintaining open lines of communication and being clear about roles and responsibilities. This

includes following the Shoshone-Paiute Duck Valley Reservation Employee Handbook policy and procedures. And NV Gold Mines Native American Affairs, Summer Youth Employment Program (SYEP) Planning Guide.

2. Ability to order and pick up supplies at Ace Hardware or other locations if needed.
3. Must know different outside hardware equipment needed for assigned duties. Equipment include lawn mowers, weed eaters, 32 inch dual cut lopper, etc.
4. Assist with timesheets, weekly trainings, and managing meetings/gatherings for the Nevada Gold Mines Summer Youth participants.

OTHER FACTORS:

1. Ability to work in a demanding environment.
2. Ability to prioritize tasks.
3. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.

Contractor will follow Minimum Qualifications:

- 1) Must have High School Diploma or GED.
- 2) Must have Idaho or Nevada Driver's License
- 3) **Must submit brief proposal or resume to the NNRP TSS Program before the deadline date and time. WE ARE ONLY TAKING MAILED PROPOSALS, RESUME, COPY OF HIGH SCHOOL DIPLOMA/GED, AND COPY OF ID OR NV DRIVER'S LICENSE BY MAIL. AT THE FOLLOWING ADDRESS: NEWE-NUMA RESOURCE PROGRAM, P.O. BOX 219, OWYHEE, NV 89832. Must be postmarked by June 17, 2020.**

Supervisor: Tribal Administrator