



STANDING ROCK SIOUX TRIBE

Workforce Services

P.O. Box D • Fort Yates, North Dakota 58538 • Fax 701.854.7507
701.854.8520 • 701.854.8522 • 701.854.8521

POSITION: SUMMER YOUTH PROGRAM ASSISTANT
WORKFORCE SERVICES 477 PROGRAM
May 28, 2024 through August 9, 2024

SALARY: \$20.00 - \$25.00 Per Hour – Depending on Education/Experience
FORTY (40) HOURS PER WEEK
NO ANNUAL OR SICK LEAVE

OPENING DATE: APRIL 2, 2024

CLOSING DATE: UNTIL FILLED

SCOPE OF WORK: The Summer Youth Program Assistant is responsible for general filing of youth documents, such as applications, eligibility documents and timesheets. They will also be responsible for orientation of the youth and supervisors at the start of each program session. This position is located in the Workforce Services 477 Program building at 1342 Coyote Avenue, Fort Yates, ND.

SUPERVISION: The Summer Youth Program Office Assistant will work under the supervision of the WSP 477 Director, who will provide guidance, direction and conduct required performance evaluations.

DUTIES/RESPONSIBILITIES:

- Assist in establishing and maintaining a filing system on the SYP participants.
- Performs typing and copying/Xeroxing as needed by the office staff and/or Youth Supervisors.
- Assist Youth Supervisors in the record keeping/time and attendance records of the youth.
- Will conduct orientation to the youth and supervisors at the start of each session.
- Will assist in workshops presented the youth participants.
- Other duties as assigned.

QUALIFICATIONS:

Must be Native American and reside within the Standing Rock Reservation boundaries. Must be 18 years of age or older. A high school diploma or GED Certificate is required, with one to two years of college. Applicant needs to be able to read, write and communicate effectively. A vehicle, current driver's license and liability insurance are required for this position. Copies must be provided with the application in order for it to be complete.

APPLICATION:

Submit a WORKFORCE SERVICES 477 Application, Resume and three (3) Reference Letters to the Workforce Services Office or PO Box D, Fort Yates, ND 58538 Tel: (701) 854-8520/8521/8522.



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POSITION: SUMMER YOUTH SUPERVISORS – (8)

One (1) Per District

May 29, 2024 through August 2, 2024

SALARY: \$20.00 - \$25.00 PER HOUR – Depending on Education/Experience
THIRTY (30) HOURS PER WEEK
NO ANNUAL OR SICK LEAVE

OPENING DATE: APRIL 2, 2024 **CLOSING DATE:** UNTIL FILLED

DUTIES/RESPONSIBILITIES:

1. Ensure that adequate supervision from competent/skilled supervisor is provided to each youth participant.
2. Monitor the performance of each youth participant assigned and evaluate each youth on a bi-weekly basis.
3. Maintain daily log on the attendance/absenteeism of each youth participant.
4. Responsible for submitting time/attendance records and timesheets to the WSP office on the due date of each pay period.
5. Ability to read, write and communicate effectively with the district committee and worksite agencies.
6. Assist WSP staff in the recruitment of Native American youth between the ages of 14-24 for participation in the youth program (WSP).
7. Other duties as assigned by the WSP Director

QUALIFICATIONS/JOB REQUIREMENTS:

Must be Native American and reside on the Standing Rock Reservation. Must be eighteen (18) years of age and have graduated from High School, or have GED Certificate. A vehicle, current driver's license and liability insurance are required for this position. Copies must be provided with the application in order for it to be complete. Applicant must sign the necessary paperwork to permit a background check - that applicant has never been convicted of Child Abuse/Neglect or any violent crimes; and DUI's.

APPLICATION:

Submit a Workforce Services 477 Application, resume and three (3) reference letters to the Workforce Services Office located at 1342 Coyote Avenue, Fort Yates, ND 58538.
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