



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
mkeo@spiritlakenation.com

Job Title:

Summer Youth Supervisor

Open Date:

April 24, 2025

Position Objective: The Summer Youth Employment program is more than a job placement program, it is a valuable summer employment and training experience that will lead youth to a sense of accomplishment, instill strong work ethics, increase and/or reinforce the youth participants' awareness between educational and vocational skills, acquisitions and enhance the future employability of youth participating in the program.

Major Duties & Responsibilities:

- Supervise and participate with groups of youth that are engaged in a variety of employment and training activities.
- Manages the relationship between the Employment & Training Program and the Summer Youth Employment worksites to ensure relevant work experience and worksite supervision of assigned youth.
- Makes referrals to appropriate work sites and/or agencies based on the youth participants qualifications and needs.
- Maintains, completes and processes required forms and/or paperwork for the participants' files.
- Assists in establishing and maintaining files (Summer Youth Employment Program)
- Visits and monitors worksite activity on a daily basis.
- Complete weekly monitoring reports of visited worksites.
- Monitors attendance, collects and processes timesheets.
- Teaches guides or otherwise instructs youth.
- Serves as a leader and a role-model.
- Assists with training sessions.
- Assist with daily set-up, daily clean up and transportation.
- Carry out the goals, themes and schedule of the program to provide a consistent and high quality experience for the summer youth participants.

Qualifications, Experience and education required:

- Must have a minimum of a High School Diploma or GED.
- Must pass a pre-employment drug test and will be subject to random drug testing.
- Must possess and maintain a valid Class D Driver's License and have reliable transportation.
- Subject to background check.

- Experience working with youth ages 14-24.
- Experience implementing youth activities and supervising youth groups of 8 to 20.
- Excellent written and verbal communication skills.
- Ability to establish and maintain cooperative working relationship with young people as well as worksite personnel.
- Ability to make sound decisions to secure the safety and well being of all program participants.
- Friendly, customer-orientated personality.
- Ability to physically perform the essential functions of the job and be able to lift 50 pounds.

Job Role:	Supervise & Monitor	Company Industry:	Spirit Lake Tribe
Opening Date:	April 24, 2025	Closing Date:	May 7, 2025
Employment Status:	Temporary (12 weeks)	Supervision	Will work directly under the supervision of Employment & Training Director
Pay	\$15.00 P/H	Manages Others:	Yes
Number of Vacancies:	3		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	mkeo@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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