

**NORTHERN CHEYENNE TRIBE  
NATURAL RESOURCE DEPARTMENT  
SUMMER YOUTH WORK-LEARN PROGRAM  
2024**

**POSITION:** Summer Youth Worker (3 positions)

**SALARY:** \$ 9.79 p/h

**DEPARTMENT:** Department of Natural Resources

**ACCOUNTABLE TO:** Summer Youth Supervisor/Administrator

**CLASSIFICATION:** Temporary

**OPENING DATE:** 6/20/2024

**CLOSING DATE:** 7/10/2024

**HOW TO APPLY:** Submit a completed youth worker application, resume (optional), one-page essay, High School transcript (if in high school at time of application), an unofficial college transcript (if applicable), (1) current letter of reference/recommendation (current), (if claiming Indian Preference) a Tribal I.D. or a Certificate of Indian Blood, copy of Social Security card and copy of Birth Certificate (to verify age) to the Northern Cheyenne Tribe, Human Resources Office, P.O. Box 128, Lame Deer, MT 59043.

**AGE REQUIRMENT: 16 – 20 Years of Age Only (No Exceptions)**

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**SUMMARY OF WORK:**

This position **provides** office and field **support** to the Northern Cheyenne Natural Resource Administrator and Youth Work Learn Supervisor in areas related to the Youth Work Learn (YWL) program. The YWL program was established to provide work opportunities and experience to high school and college youth (age 16-20) in natural resources.

Three (3) youth workers (age **16-20**) will be hired for a summer 2024 internship to conduct and learn about reservation and community beautification (including park/recreation/camp area clean up), field data collection (e.g. water and wildlife surveys, and inventorying/mapping recreation sites conservation projects, and open dump sites), identifying culturally significant and/or native plants, visiting tribally managed wildlife sites, and other natural resources related duties. Youth workers **will** also learn about the Northern Cheyenne Tribal governmental functions and procedures (e.g. attending tribal council meetings) and natural resources professions and undergraduate and graduate programs. Time permitting, youth workers **will** participate in an educational field trip to learn more about the 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, assessment of the buffalo herd, etc. Office activities **include** online research, reading, typing, cleaning, and applicable office duties as assigned.

**Personal Contacts:** Daily contacts with Natural Resource personnel and Youth Work Learn Supervisor with scheduled meetings with Natural Resources Administrator and Supervisor. May have 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 Youth Work Learn Supervisor.

**Supervision Exercised:** This position does not exercise supervisory duties or authority.

## **AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

- Willingness to learn about the natural resource fields/professions in office and field settings
- **Ability** to practice professionalism, punctuality and good communication skills
- **Ability** to follow directions and work independently and in teams
- Exercises sound care and responsibility while operating tools, supplies, and equipment associated with Natural Resource office and fieldwork operations.
- **Ability** to learn about and perform data collection and recordkeeping.
- **Ability** to read and write and ability to maintain a time and log sheet.
- **Assists** Natural Resource staff in maintenance of tribal recreational areas/parks, inventorying, surveying, mapping, and assessment of wildlife areas, land, recreation areas, parks, habitats, noxious weeds, buffalo heard, etc. as assigned.
- **Assists** Natural Resources Administrator and Youth Work Learn Supervisor with office and field duties as needed and other duties assigned.
- **Will** compile and **share** a short presentation near conclusion of internship to show what they learned and enjoyed about the internship

## **JOB REQUIREMENTS:**

- **Knowledge, skills and abilities:** This position **requires** willingness and **ability** to learn about the natural resource fields/professions. This position also **requires** ability to read, write, communicate and practice professionalism at all times with Natural Resource personnel, including youth workers and Youth Work Learn Supervisor.

### **EDUCATION AND EXPERIENCE:**

1. Applicant **must** be enrolled in high school, home school or GED program. If applicant has or will graduate from high school or receive GED and is **16-20** years old at time of application, they can apply as well. Applicants in this category **must** have plans to attend college in school year 2024-2025. **Must provide copy of high school transcript (unofficial is fine).**

**OR**

2. Applicant **must** be enrolled in college or post-secondary training programs at time of application. If applicant is graduating from college in spring 2024 and is 16-20 years old at time of application, they can apply as well. Applicant **must** provide copy of college transcript (unofficial is fine).

### **ADDITIONAL KEY REQUIREMENTS:**

- Applicant **must** write a one-page essay describing their interest(s) in the natural resource field **AND** what they hope to learn from an internship with the Northern Cheyenne Department of Natural Resources.
- Applicant (or if under age 18 a parent/guardian) **must** sign consent for pre-employment drug testing and consent form for fingerprinting for background.
- **If 18 years or older, 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. Depending on number of applicants, grades and essays may be used as criteria to qualify.
2. 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.

### **PREFERNCE IN HIRING:**

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Cheyenne Tribe. (Attachment of Tribal Identification or Enrollment Certification must be provided)

