

Kickapoo Tribe in Kansas Summer Student Internship Program

Position Title: Student Intern Team Leader

Reports to: Project Director (Native Connections)

Status: Up to 2 positions; Part-time hourly at \$15/hr.

Expected Start Date: May 25th, 2021

Expected End Date: August 6th 2021

Primary Duties and Responsibilities: Summer Student Intern Team Leaders positions with the Kickapoo Tribe in Kansas are for mature college/vocational students in the community who possess strong leadership and interpersonal abilities and who want to further develop supervisory and leadership skillsets, gain hands-on experience in a variety of settings, and explore personal development opportunities. Student Intern Team Leaders will work with community grant program Project Director to provide mentorship and oversight of Summer Youth workers throughout the course of the summer. Student Intern Team Leaders are expected to set a strong example for all youth workers and youth in the community, and will work with Project Directors to provide key insights and feedback on community programs and projects.

The Kickapoo Tribe in Kansas expects Student Intern Team Leaders to maintain a high level of communication with supervisors, partners, tribal leadership, and Student Intern teams. The Team Leads must maintain strong organizational skills, and communicate effectively and respectfully with others. Students in these Team Leader roles must also possess strong time management skills and be able to maintain a moderate-to-high level of independence and initiative. These positions will work 32 hours per week, 5 days a week, for a total of 11 weeks.

Additionally, duties will occasionally include time spent outdoors, working with young children and families, and/or weekend and evening event hours as needed. Local travel may be required for area programs and events, worksite placements, staff training, and meetings.

Required Qualifications:

- Current and active college, or vocational school enrollment
- Must be in good academic standing as evidenced by GPA, coursework, and/or instructor recommendations
- Willingness to provide administrative support and assist in planning and implementing events and community activities
- Knowledge of Kickapoo culture, history, language, and/or traditions
- Interest in working with Kickapoo community youth and families
- Good interpersonal and communication skills as evidenced by application materials and/or the candidate interview process
- Ability to receive feedback and instruction from supervisors, partners, and tribal leaders
- Punctuality and self-management skills

- Desire to learn new skills and develop leadership potential

Other Requirements:

- Must be at least 17 years old, and not older than 24 years old
- Must be able to pass a criminal history background check and be eligible to obtain a valid Kansas State Driver's License and be insurable under the Tribe's vehicle insurance policy
- Must pass initial drug test and participate in the Tribe's randomized drug-testing program

Covid-19 Vaccine Highly Recommended if and when available.

Drug-free Workplace Policy: The Kickapoo Tribe in Kansas is committed to a drug-free work environment and requires all employees to participate in an employee drug-testing program as a condition of employment.

Indian Preference Policy: Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the applications in absence of qualified Indian Preference eligible candidates.

Privacy Act: The Director of Human Resources must comply with all requirements and provisions of Subpart D, of 43 CFR, Part 2, which implements the Privacy Act (5USC 552a0(i)(l)).