

# **Kickapoo Tribe in Kansas Youth Summer Worker**

**(Applications accepted until May 26<sup>th</sup> 2023)**

**Position Title:** Youth Student Worker

**Reports to:** Project Director (Native Connections); Student Intern Team Leaders as directed by Project Directors:

**Status:** Up to 8 positions; Part-time hourly

**Expected Start Date:** June 6, 2023

**Expected End Date:** July 28, 2023

**Primary Duties and Responsibilities:** Summer Student Workers with the Kickapoo Tribe in Kansas are for community high school and college students who have an understanding and appreciation of Tribal culture and history, and who want to gain career readiness, receive hands-on experience in a variety of settings, develop leadership skills, and provide guidance and feedback on community projects. Student Workers will contribute to their community through outreach and event coordination throughout the summer, and work together to support Kickapoo Tribe in Kansas community programs in a collaborative team environment.

The Kickapoo Tribe in Kansas expects Student Workers to maintain a high level of communication with supervisors, partners, and other Student Workers, and demonstrate strong organizational skills. Student Workers must also possess time management skills and be able to maintain a moderate level of independence and initiative. Additionally, duties will occasionally include time spent outdoors, working with young children and families, and/or weekend and evening event hours as needed. Travel may be required for area programs and events, worksite placements, staff training, and meetings.

## **Required Qualifications:**

- Current, active high school or college enrollment OR active enrollment in GED classes
- Must be in good academic standing as evidenced by GPA, coursework, and/or instructor recommendations
- 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 15 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
- **Please Note:** If you have previously worked as a Summer Youth Lead, you may be waitlisted to provide an opportunity for new applicants. We value your experience and appreciate your understanding in giving others a chance to grow and contribute to the program.

### **Covid-19 Vaccine Highly Recommended**

**Drug-free Workplace Policy:** The Kickapoo Tribe in Kansas is committed to a drug-free and alcohol-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)(1)).

**How to Apply:** If you are interested in joining our team and making a positive impact on the lives of young people in our community, please submit an application on the Kickapoo Tribes website. Be sure to include "Summer Youth Worker" in the position of interest line.