



# PYRAMID LAKE PAIUTE TRIBE

PO BOX 256  
NIXON, NEVADA 89424

## JOB ANNOUNCEMENT

### **SUMMER YOUTH COORDINATOR**

**Date Posted: 04/14/2025.**

Human Resources Department, Nixon, NV

**Date Closes: 04/28/2025.**

\$15.37 - \$16.95 hr. SEASONAL

Part-Time (Up to 32 hours/week), Non-Exempt

Class Code: 333, Grade 11, Step 1-3; DOE

**DEFINITION:** Responsible for recruitment, youth assessment, and job placement of youth in training components and work projects; coordinates with appropriate agencies and facilitates participants through successful completion of project.

### **DUTIES & RESPONSIBILITIES:**

- Monitors work sites daily, records attendance of Summer Youth employees, and assists work site supervisors as needed.
- Ensures that time sheets and daily activity reports are completed and submitted to the respective funding sources.
- Plans, schedules, and notifies all work site supervisors of training sessions and workshops for the youth.
- Coordinates and may drive Summer Youth employees to and from training workshops.
- Coordinates recruitment, selection, training, performance appraisal, recognition and corrective/disciplinary action. Promotes high standards of work ethics.
- Develops procedures, guidelines, plans and priorities. Monitors progress and evaluate outcomes.
- Evaluates and makes recommendations to enhance the summer work program for the future use.
- Monitors program sites by conducting periodic inspections of assigned facilities and equipment to ensure proper maintenance and safety requirements; notes deficiencies; and recommend corrective action.
- Performs responsible technical duties involving the use of independent judgment and initiative.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.
- Prepares and maintains accurate records and reports.
- Meets with supervisors, staff and youth at the work sites and other meeting places.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Ability to obtain information, organize, plan and schedule.
- Interpret and apply administrative policies and procedures.
- Knowledge of Child Labor Law and other applicable personnel and administrative regulations.
- Knowledge of safety requirements and safe workplace practices.
- Ability to establish and maintain effective, courteous and cooperative working relations with all levels of people contacted in the course of work.
- Ability to resolve confrontations, disagreements and complaints in a constructive manner.
- Must communicate effectively orally and in writing to improve the employability skills of young people.
- Must demonstrate leadership skills to foster cooperation, communication and consensus among groups.
- Must possess a valid Nevada driver's license, have dependable transportation, and is insurable under the Tribe's vehicle insurance policy.
- Must favorably pass a character background investigation.

**REQUIRED EXPERIENCE & TRAINING:**

- High School graduate or equivalent; college course work and at least two years of administrative experience supervising or directing a program; or any combination of education, experience, training, or other preparation which would indicate possession of the required knowledge, abilities, and skills listed above.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1132.

**The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. . In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.**

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*