



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256
NIXON, NEVADA 89424

JOB ANNOUNCEMENT

SUMMER YOUTH WORKER (10)

Various Departments, Nixon, NV

\$12.36 - \$13.63 hr. Seasonal, Part-Time, Non-Exempt

Class Code: 103, Grade 8, Step 1-3; DOE

Date Posted: 06/17/2026

Date Closes: 06/24/2026

DEFINITION: Under the direct supervision of an assigned staff member, performs duties as directed to assist in accomplishing program goals and objectives. Gains work experience in a field of interest and participates in career development.

DUTIES & RESPONSIBILITIES:

- Work in a Tribal department based on a field of interest. Department work sites vary in the scope of work including clerical, physical labor, or administrative assistance. Work independently at times, complete tasks accurately, timely and thoroughly.
- Maintain daily activity log. Submit a monthly and final summary report to the designated supervisor.
- Build work skills with good attendance, cooperative attitude, and work initiative. Attend work as scheduled and notify supervisor in advance of absences.
- Demonstrate interest in work assignments, use good judgment, accept supervision/criticism, respect Tribal property and equipment, desire mastery of job skills, and adapt to new ideas.
- Attend orientation and meetings as requested. Prepare notes and submit them to appropriate • supervisor.
- Learn aspects of Paiute culture including history, language, current events and issues.
- Attend workshops to develop employability skills, such as completing applications, preparing resumes, and interviewing techniques.
- Assist with computer input for program tasks. Type individual resume and work experience reports.
- Assist in program management, such as filing and/or special projects. Operate common office machines, such as fax machine, copier, typewriter, shredder and phone system.
- Work cooperatively with other youth workers, Tribal staff, and the general public.
- Develop leadership skills by learning technical aspects of Tribal government and may be requested to research a specific topic.
- Maintain a safe workplace by following safety rules and reporting unsafe work conditions.
- Submit an essay on "Career Goals and the Value of Tribal Work Experience" at the conclusion of Summer Work program.
- Perform other duties and tasks assigned.

MINIMUM QUALIFICATIONS:

- Knowledge of: Correct English usage, spelling, grammar and punctuation; basic mathematics; basic computer applications in word processing programs; various office equipment, using initiative and judgment within established guidelines.
- Basic skill in preparing and maintaining records, files and summaries.
- Ability to: Establish and maintain effective, courteous and cooperative working relations with all people contacted in the course of work; effectively express oneself in oral and written communications; understand and carry out written and oral instructions.
- Must be dependable.

REQUIRED EXPERIENCE & TRAINING:

Academically motivated High School student or College/Vocational Bound student. Willing to learn aspects of Tribal government for valuable work experience.

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 1120.

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.