FEDERATED INDIANS OF GRATON RANCHERIA

NOTICE OF JOB OPENING

Job Title:	**Summer Youth Worker I**	**Department:**	**TANF**
Classification:	**Non-exempt**	**Office Hours:**	**M-F, 7:30am to 4:30pm; includes some overnights & weekends**
Salary Range:	**$16.00 - DOE**	**Location:**	**Rohnert Park, CA**
Reports to:	**TANF Director**	**Type:**	**Seasonal, full-time**

****SUMMER WORKERS NEEDED****
Seasonal Position from 6/8/20 to 8/7/20
Non-benefited position

Mission Statement: *The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.*

Position Purpose:

Under the direct supervision of the TANF Director, the Summer Youth Worker I provides direct services and activities, such as art, athletics, math, academic studies, to youth participants based on the mission and goals of the TANF Program and the Tribe's mission; with additional responsibility to assist program coordinators with planning and implementation of programs and services in collaboration with other community-based programs.

Minimum Mandatory Qualifications

Experience:	❖ Relevant experience working with youth and at-risk youth
Education:	❖ High school diploma or GED equivalent
Other:	❖ Must be able to work overnight camps and weekends as needed ❖ Must successfully clear pre-employment testing, including, but not limited to a criminal background check, fingerprinting, and drug and alcohol screening ❖ Must possess a current and valid driver's license and must be insurable
Preferred Qualifications:	❖ One year field experience working with youth and at-risk youth ❖ CPR and First Aid certifications
Mandatory Knowledge, Skills, Abilities, and other Qualifications:	❖ Ability to work collaboratively with staff, supervisors and volunteers ❖ Ability to communicate effectively in English, both verbally and in writing. ❖ Ability to read, understand and follow complex rules, regulations, policies and directives. ❖ Ability to exercise sound judgment. ❖ Group leadership skills, understanding of group dynamics ❖ Experience in organizational planning, and supervising activities based on development needs of youth ❖ Must be personable, patient, and well-organized ❖ Must be professional and interact positively with others ❖ Must have a record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers ❖ Provides cultural awareness and sensitivity of Native American values and culture ❖ Strong computer skills including experience with internet research, Microsoft Office and automated database systems

- ❖ Performs other duties as assigned

To Apply: Please submit a **Tribal Employment Application with your resume and a cover letter** detailing your education and experience related to the position advertised. Visit our website at www.gratonrancheria.com to download a copy of the application, job announcement and, job description. Email complete application packet to:

jobs@gratonrancheria.com or mail to
Federated Indians of Graton Rancheria
Attention: Human Resources
6400 Redwood Drive, Suite 300
Rohnert Park, CA 94928

Or you may drop off your application packet prior to the close of business on the deadline date listed on this Job Announcement.

Application Closing Date and Time: Tuesday, May 26, 2020 at 5:00pm

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe

Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.