



MESCALERO APACHE TRIBE Position Description

Position Title: Summer Youth Academy Assistant (2 positions)
Department: Division of Resource Management and Protection, Youth Development Section
Employment Status: Non-Exempt/Seasonal/Temporary NTE: 07/31/2019
Salary Grade: NE3
Opening Date: 05/14/2019 **Closing Date:** 05/20/2019

Summer Youth Academy (June 9, 2019 – July 26, 2019):

The goal of the Summer Youth Academy is to introduce Tribal youth (high school juniors and seniors) to the skills needed, type of project work done, and educational opportunities that are available within the general field of natural resources. The Academy will start with a one-week Discovery Camp to be held at the Inn of the Mountain Gods, where students will learn about the various components of the natural environment, as well as about geospatial mapping and planning. The Discovery Camp will consist of instruction by US Forest Service professional staff and instructors from the Southwest Indian Polytechnic Institute. Then, for the following 6 weeks, the students will work on actual field projects on the Mescalero Apache Reservation.

Job Summary:

Assistants will provide daily oversight to the youth participants of the Summer Youth Academy. Assistants will be required to stay overnight with students at the Inn of the Mountain Gods for the one-week long Discovery Camp (June 9-13, 2019), acting as chaperones to ensure that youth participants abide by the program guidelines. Assistants will transport students to/from their educational and project work sites. Assistants will also participate in field work, while ensuring that youth participants are abiding by applicable safety guidelines and are being productive.

Essential Duties and Responsibilities:

- Assist Youth Development Project Leader with implementation and delivery of the Summer Youth Academy. This will include making sure appropriate supplies and related materials are packed in the vans/trucks, and vehicles are ready each day.
- Convey Summer Youth Academy expectations and responsibilities to youth participants and their parents.
- Provide oversight for youth participants to ensure a safe and productive work environment.
- Transport and assist youth participants with recreational and on-the-ground field project work.
- Must be able to safely drive a 15-passenger van and/or 4-wheel drive crew cab pick-up truck for field trips and field work that will be conducted throughout the reservation and the adjacent Lincoln National Forest.
- Interacts positively with youth participants, their parents, DRMP supervisory staff, and instructional staff on a daily basis.
- Adheres to department policies and applicable special instructions from supervisors and parents.
- Adhere to the Mescalero Employee Handbook regulations.
- Performs other duties as assigned.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Minimum Qualifications:

- High School Diploma or GED.
- Preference will be given to applicants with some college experience, especially in Natural Sciences.
- Must have and maintain New Mexico valid Driver's license, and adhere to Tribal driving policies.
- Must be able to lift a minimum of 25lbs.
- Must be in good physical condition, due to the demands of working in the field with youth.
- Required to obtain CPR and/or First Aid Certification.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Knowledge, Skills, Abilities:

- Ability to work in all weather conditions (hot/cold/windy/rainy/etc.)
- Ability to be a team leader and positive role model.
- Ability to communicate effectively and carry out instructions, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers, at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence in the community.
- Ability to maintain confidentiality.

Work Environment

Work is conducted primarily in outdoor environments with various weather conditions to be expected.

Tribal preference and Native American Indian preference shall apply to all positions.

