

Burns Paiute Tribe
Assistant Youth Services Coordinator

Job Title: Tu-wa-kii Nobi Youth Services Assistant Coordinator
Department: Culture & Heritage
Reports To: Youth Service Coordinator
FLSA Status: Full-Time, Non-Exempt
Open: 11/18/2025
Closes: Open until filled
Salary: GS 3 Equivalent DOE

POSITION SUMMARY

- Must have strong organizational skills, computer skills, and ability to work independently or as a team member.
- Must have 3 years of experience of working with youth in some sort of professional/paraprofessional setting.
- Flexible work schedule (as agreed upon with Youth Service Coordinator), fill-in for Youth Service Coordinator as needed.
- Quality characteristics that would be positive role model for our youth-friendly outgoing honest substance free lifestyle initiative and reliability.)
- Observe the milieu to make sure it is safe at all times for youth, staff, and others.
- Assure youth respect themselves and others while at Tu-wa-kii Nobi using frequent positive reinforcement techniques.
- Make sure Tu-wa-kii Nobi Rules are followed and be able to apply disciplinary action as needed.
- Must be able to take charge of behavioral situations that may come up, document as needed, meet with parent(s) as needed, and implement any required disciplinary consequences.

DUTIES and RESPONSIBILITIES

- Provide transportation to and supervision of youth, with a focus of safety and accountability of all children (per applicable pandemic restrictions).
- Oversee youth and programs during operating hours and after school program.
- Assist with document collection and evaluation of daily attendance (Excel).

- Travel as required for training and other activities.
- Mentor and tutor youth working daily with pre-k thru high school aged children.
- Supporting coordination and outreach with tribal departments and community organizations.
- Clean and organize supplies, use areas, etc. (as needed or required).
- Support staff and community volunteers with language and traditional culture education curriculum, activities, and outreach.
- Assist teaching kids' healthy physical activities in coordination with the Youth Service Coordinator.
- Provide support in the implementation of traditional culture and tribal language in program activities.
- Lead outdoor activities i.e., basketball, playing catch different types of games, exercise walking running, softball, etc., as well as traditional tribal games as scheduled.
- Cell phone use limited to work related and emergent calls while on duty.
- Must follow all applicable covid-19 guidelines with youth and others.
- Must attend staff language classes and exhibit increased proficiency in Northern Paiute language and traditional culture.

MINIMUM QUALIFICATIONS and EDUCATION

- Must hold and maintain a valid Oregon driver's license and be qualified to drive Tu-wa-kii Nobi program tribal vehicles.
- Must submit to and pass a UA drug test and a criminal background checks including fingerprinting
- Must sign a confidentiality agreement
- Must acquire CPR/First Aid Certification within three months of hire
- Must acquire blood borne pathogen certification

OTHER KNOWLEDGE, SKILLS & ABILITIES

Ability to work as a team player in planning, coordination, and implementation of language and traditional culture educational and social outreach events.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful candidate must:

- Submit to and pass a drug test.
- Submit to a criminal background check.
- Possess a valid driver's license.
- Provide three (3) years of driving record to determine eligibility for coverage under Tribal automobile insurance policy.

HOW TO APPLY:

Return **1)** completed [Burns Paiute Tribe Application](#), **2)** cover letter, **3)** resume/CV, and **4)** educational transcripts to:

Charisse Soucie, Human Resources Director Burns
Paiute Tribe
100 Pasigo St, Burns, OR 97720
Phone: 541-573-8013
Email: HR@burnspaiute-nsn.gov

And

CC: Christopher Hicks, General Manager
Email: christopher.hicks@burnspaiute-nsn.gov
CC: Cessilee Meyers
Email: cessilee.meyers@burnspaiute-nsn.gov

****ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED****

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Mon – Fri, 8-5 pm
Or, request one via email: hr@burnspaiute-nsn.gov