



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Work Crew Leader

Summer Youth (SY)

Employment and Training Center (ETC)

OPEN: June 2, 2022

EXEMPT: No

SALARY: \$20.00 Per Hour

SHIFT: Day/Flexible

LOCATION: Tribal Administration

DURATION: Special Projects

End Date: 8/19/2022

CLOSES: Until Filled

JOB CODE:

DIVISION: Work Force

DEPARTMENT: ETC

SUPERVISOR: SY Coordinator

VACANCIES: 5

JOB SUMMARY: Supervision of youth workers engaged in grounds-keeping activities, and cleanup within the Lummi Nation Community. This position involves working along side and supervising groups of youth engaged in a work experience.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Supervise small groups of youth to work outdoors and ensure their safety.
2. Inspect work throughout the work process and at completion to ensure that work has been completed satisfactorily.
3. Schedule work for youth depending on work priorities, crew, equipment availability and weather conditions.
4. Monitor project activities to ensure that instructions and safety are followed, deadlines are met and schedules are maintained.
5. Provide youth with assistance in performing duties to meet deadlines.
6. Must be willing to learn and work well with youth, other staff members and be dependable.
7. Inventory tools, equipment and materials to ensure that sufficient supplies are available and items are in usable and safe condition.
8. Work with the other Crew Leaders to coordinate work activities.
9. Ability to instruct others as to proper use of tools
10. Must be able to lift 50 pounds safely

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 6 months of experience working with high-risk youth.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of local resources available to youth.
- Communication and listening skills to develop rapport with youth and their parents/caretakers.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must have CPR and First Aid certification within 30 days of hire.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.