



*Louden Tribe*

P.O. Box 244  
Galena, Alaska 99741  
Phone (907) 656-1711  
Fax (907) 656- 2491

## **\*\* JOB ANNOUNCEMENT \*\***

**Position:** Summer Youth Supervisor  
**Location:** Louden Tribal Council Office – Galena, Alaska  
**Supervisor:** Tribal Administrator  
**Salary:** \$25 - \$29 per hr DOE  
**Employment Status:** Part to Full Time, Temporary  
**Open:** Until Filled

### **JOB SUMMARY**

Under the supervision of the Tribal Administrator, the Temporary Program Assistant is responsible for helping with various projects and programs throughout the summer months. These programs/projects may include but are not limited to assisting with Denakkanaaga Elders & Youth Conference, Louden's Environmental Program, Louden's Housing Program, culture camp activities and overseeing summer youth workers.

### **JOB RESPONSIBILITIES**

- Oversee up to four (4) Summer Youth Workers for four (4) hours a day
- Assist staff with the Denakkanaaga Elders & Youth Conference
- Work under the direction of the Tribal Administrator or Program Manager to fulfill grant deliverables and tasks
- Assist with simple office tasks when needed

### **KNOWLEDGE, SKILLS & ABILITIES**

- Ability to work both independently and with others on a variety of projects
- Ability to work and stand up to eight (8) hours per day
- Ability to lift up to fifty (50) lbs
- Ability to work on a number of different tasks as assigned
- Valid driver's license as well as the ability to comply with Tribal Vehicle Use Policy
- Must be eligible for employment in the U.S.

***The Louden Tribe is an Equal Opportunity Employer but does practice Indian Preference Hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act. Per Louden policies, applicants may be subject to pre-employment drug testing and background check.***