WE'RE HIRING PIT RIVER TRIBAL YOUTH!!

We are looking for candidates for a Youth Office Assistant & Youth Daycare Aide Age 14-17

IN COLLABORATION WITH CALIFORNIA INDIAN MANPOWER CONSORTIUM (CIMC)
***If selected Youth would need to complete an INTAKE with CIMC**



GAIN VALUABLE WORK EXPERINENCE

- Administrative work
- Answering Phones
- Filing
- Data Entry
- Provide Direct Child Care
- Assist with Daily Activities
- Light Cleaning

How to Apply:

- Create a Resume & Cover Letter
- Complete a Pit River Tribe Job Application
- Submit Completed Application Packet to Tribal Office



For questions please contact Tribal Administration:
(530) 335-5421
TVR Director ext. 2010
HR Assistant ext. 2104

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.org

Human Resources Dept.
Toll Free: 1-877-279-9097
Phone: 1(530)335-5421 ext. 2102
Fax: 1(530)335-3140

Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Tribal Chairperson | Tribal Vice Chairman | Recording Secretary | Tribal Secretary | Tribal Treasure | Sgt-At-Arms

Position Description

Title: Youth Daycare Aide
Department: Daycare
Reports To: Daycare Coordinator
Classification: Non-exempt/Full-time/Part-time/Temporary
Pay: $16.90 Hourly

Job Summary:

Under the direction of the Daycare Coordinator, the Daycare Aide is responsible for helping to facilitate the day-to-day operations of the Daycare Center. The Daycare Aide will also assist with ensuring safety and program guidelines while caring for and supervising children.

Essential Duties and Responsibilities

- Provide direct care, active supervision, and support to children in accordance with program policies and licensing regulations.
- Maintain a safe, nurturing, and developmentally appropriate environment for children.
- Build positive relationships with children, families, and staff members.
- Assist with planning and implementing age-appropriate activities, learning experiences, and cultural enrichment opportunities.
- Support children's social-emotional development through positive guidance and redirection techniques.
- Observe and document children's progress, behaviors, and developmental milestones as directed.
- Assist children with daily routines including meals, toileting, handwashing, dressing, and rest periods.
- Conduct regular headcounts and maintain active supervision during indoor and outdoor activities.
- Communicate respectfully and professionally with parents and guardians regarding children's daily activities and needs.
- Clean, sanitize, and maintain classrooms, toys, equipment, and program areas according to health and safety standards.
- Report accidents, injuries, behavioral concerns, or safety hazards to the Daycare Coordinator immediately.

Requirements

- Must be able to pass a back ground check (parents/guardian must consent)

Working Conditions

- Work is performed in a child care setting.

Working Environment

- The environment involves the usual risks and stress of a child care facility.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice

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Burney, Ca 96013
Phone: (530) 335-5421
Fax: (530) 335-6340
HR@pitrivertribe.gov

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Position Description

Title: Youth Office Assistant – Main St. Location
Department: Administration
Reports To: Administrator
Classification: Non-exempt/Full-time/Part-time/Temporary
Pay: $16.90 Hourly

Job Summary:

The Youth Office Assistant provides foundational clerical, administrative, and community service support to the tribal office. This entry-level position is strictly designed to provide youth with gainful professional experience, mentorship, and workforce development within a tribal government structure. This position exposes the participant to transferable career skills including data management, professional customer service, records organization, and community program logistics.

Essential Duties and Responsibilities

- Act as the primary backup for the front desk reception by warmly greeting and assisting tribal members and guests coming into the tribal office.
- Answer multi-line phone systems, route calls to the appropriate departments and take accurate messages.
- Provide respectful and professional customer service to all community members, families, and visitors.
- Perform routine clerical work, including copying, scanning, faxing, and shredding administrative documents.
- Assist with digital data entry by inputting accurate information into spreadsheets and databases.
- Organize, update, and maintain physical and digital filing systems, ensuring files are properly sorted, labeled, and kept confidential.
- Prepare departmental mail-outs for tribal membership, including cutting postcards, preparing flyers, stuffing envelopes, and applying address labels for community notices.
- Apply a "Received" stamp and initials to incoming mail and documents to assist with daily tracking and distribution.
- Assist with the physical assembly, sorting, and packaging of food bags for tribal distribution programs.
- Support staff during community food giveaway events, helping with the distribution process and welcoming participating families.
- Ensure common administrative areas, copier stations, and front lobby spaces remain tidy and stocked with necessary forms.

Qualifications & Requirements

- Must be a motivated youth seeking professional development, workforce experience, and mentorship.
- Basic computer literacy, including a working knowledge of MS Word and MS Excel applications, is preferred.
- Strong verbal and written communication skills; ability to interact with tact, courtesy, and good judgment with tribal officials, employees, and the general public.
- **Strict Confidentiality:** Must sign a confidentiality agreement and demonstrate the maturity required to handle sensitive tribal member data and personal records discretely.
- Ability to follow instructions, maintain a structured task log, and work collaboratively in a team-oriented environment.

Working Conditions & Physical Demands

- Work is performed in a tribal office environment with frequent interactions and potential interruptions from staff and community members.
- Requires the physical ability to stand for extended periods, bend, and lift up to 30 pounds during food bag assembly and giveaway events.

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