

DEPARTMENT:	Culture Department
POSITION:	Culture Department Internship
REPORTS TO:	Jennifer Bryant
INTERVIEW DATE:	6/4/2024
POSITION PURPOSE:	The purpose of this position is to provide a job opportunity to Tribal youth within the Culture Department. The position will encompass many duties such as supporting the Culture Department staff, attending Culture events, and other duties as assigned.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"> - Supporting Culture staff in office - Supporting Culture staff at events - Follows company policies, practices, and procedures - Other duties as assigned
QUALIFICATIONS:	<ul style="list-style-type: none"> - High school student aged 14-19 in Douglas County - Able to comprehend verbal and written directions - Effective communication skills; face to face, phone - Positive attitude, eager to learn, willing to take direction
PHYSICAL REQUIREMENTS:	- Frequent sitting, standing, ability to change positions, and pushing/pulling up to 45 lbs, occasional walking, and intermittent reaching & handling, bending/squatting, twisting, climbing, and crawling.

DEPARTMENT:	Education Department
POSITION:	EHYC Program Aide
REPORTS TO:	EHYC Program Specialist
INTERVIEW DATE:	6/14/2024
POSITION PURPOSE:	The purpose of this position is to provide educational and supervisory assistance to the TCC staff and summer program working with Tribal youth.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"> - Assist with youth field trips - Preparation and clean-up of daily lunches - Assist with summer programming - Mentor and support youth program participants - Knowledge of STEAM curriculum - Other duties as assigned
QUALIFICATIONS:	<ul style="list-style-type: none"> - Current Food Handlers Card (Career Center can assist) - CPR/First Aid recommended - Good organizational skills and attendance - Past experience working with youth
PHYSICAL REQUIREMENTS:	- Frequent standing and walking, occasional sitting, changing positions, lifting and carrying (5 20lbs), pushing/pulling, reaching/handling, and twisting, and intermittent crawling.

POSITION: **Yimisa Preschool Internship**

REPORTS TO: Head Preschool Teachers

INTERVIEW DATE: 6/14/2024

POSITION PURPOSE: Under supervisions of Head Teacher, assist in preparing meals for students and classroom materials for learning experiences for young children. Interact with children in a positive manner to support their growth and development with active and curiosity driven activities.

ESSENTIAL FUNCTIONS:

- Prepare take home lunches for students.
- Assist teachers with prepping daily materials
- Interact in small groups of students, under Head Teacher supervision
- Assist teachers with custodial duties such as sweeping and emptying trash

QUALIFICATIONS:

- Background check
- Interested in working with young children
- Be available M-Th morn/afternoon during summer program (hrs flexible)

PHYSICAL REQUIREMENTS: Frequent, sitting, walking, lifting, pushing, bending/squatting. Continious standing. Intermittent position changes, climbing, crawling. Occasional twisting.

POSITION: **Language Internship**

REPORTS TO: Elizabeth Bryant; Language Teacher Learner

INTERVIEW DATE: 6/12/2024

POSITION PURPOSE: If you have a desire to be a part of the Takelma language team, work on your creative talends, and engage in events/activities, this is the right job for you. This position is responsible for assisting the language program. It involves curriculum material development and several language-based design projects. You will receive "hands-on" experience in a variety of programs, including Canva, website building, Microsoft suite, and others. This position may assist teaching or as a support person at events.

ESSENTIAL FUNCTIONS:

- Produce classroom materials & social media posts
- Assist language program with creation and evaluation of materials
- Assist language program with language instruction
- Organize various language resources

QUALIFICATIONS:

- Basic computer skills
- Some knowledge of Microsoft Suite (Word/Power Point)
- Attention to detail
- Problem solving skills
- Ability to communicate
- Ability to learn new programs and language

PHYSICAL REQUIREMENTS: Frequent sitting, standing, walking, changing positions, reaching/handling, intermittent lifting/carrying, pushing/pulling, twisting, and climbing.

DEPARTMENT:	UIDC
POSITION:	UIDC Finance Tribal Youth Specialist
REPORTS TO:	UIDC Finance
INTERVIEW DATE:	6/11/2024
POSITION PURPOSE:	This Tribal Youth position performs entry level accounting work within UIDC finance. The position performs various accounting tasks while supporting the finance team and operations.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"> - Preparing deposits - Filing - Preparing statements and mailings - Data Entry - Any other duties as assigned
QUALIFICATIONS:	<ul style="list-style-type: none"> - Currently enrolled in high school - Computer skills including Word and Excel - Ability to communicate with team members and vendors in a friendly and positive manner via email phone and face to face. - Able to maintain confidentiality - Interest, desire, curiosity to learn accounting and finance functions.
PHYSICAL REQUIREMENTS:	Continuous sitting, occasional standing, walking, lifting, carrying, pushing, pulling, reaching, handling, bending, squatting, twisting, and intermittent stairs.

POSITION:	Cow Creek Tribal Youth Specialist (Busser)
REPORTS TO:	Christina Waller
INTERVIEW DATE:	6/11/2024
POSITION PURPOSE:	This Tribal Youth position assists the host/hostess and waitstaff by keeping tables clean, clear of dishes and assisting the servers to provide prompt and correct delivery of orders.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"> - Delivers exceptional guest service - Carries dishes from the dining room to kitchen - Clean tables, chairs, floors, and guest areas - Replaces linens, silverware, and glassware - Serve water and coffee - Assist servers with guest requests and fulfilling orders - Other duties as assigned
QUALIFICATIONS:	<ul style="list-style-type: none"> - Currently enrolled in high school - Able to read and comprehend written instructions - Good communication skills and ability to communicate to team members and guests in a friendly and positive manner - Able to obtain and food handlers certificate - Interest, desire, curiosity to learn more about the food and beverage industry
PHYSICAL REQUIREMENTS:	Frequent standing, walking, lifting & carrying, pushing & pulling, bending & squatting, and twisting.

POSITION:	Takelma Tribal Youth Specialist (Takelma Roasting Company)
REPORTS TO:	Christina Waller
INTERVIEW DATE:	6/11/2024
POSITION PURPOSE:	The Tribal Youth position assists the Takelma operations while delivering exceptional guest services.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"> - Assist with preparation of coffee drinks, bakery products, ice cream, pizza, and more - Follows company policies and procedures - Maintain safe and healthy work environment - Delivers exceptional guest service - Assists with sorting, washing, cleaning dishware, equipment, pots and pans - Other duties as assigned
QUALIFICATIONS:	<ul style="list-style-type: none"> - Currently enrolled in high school - Able to read and comprehend directions - Effective communication skills; email, face to face, and phone - Ability to obtain food handlers permit - Positive attitude, eager to learn, willing to take direction - Able to manage emotions and maintain composure when under stress
PHYSICAL REQUIREMENTS:	Intermittent sitting, continuous standing, frequent walking, position changes, bending & squatting, and occasionally lifting & carrying, pushing & pulling, reaching & handling, climbing.

POSITION:	RV Resort Tribal Youth Specialist
REPORTS TO:	Resort Manager
INTERVIEW DATE:	6/11/2024
POSITION PURPOSE:	Assist the RV Resort team with providing exceptional guest service, custodial activities, grounds keeping and general operational support.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"> - Assist in daily RV Resort operations by providing exceptional guest service, escorting guests, answering questions, and meeting guests needs - Perform custodial work to maintain a clean property including the public rest area - Assists in grounds keeping activities - Follows company policies, practices, and procedures - Other duties as assigned
QUALIFICATIONS:	<ul style="list-style-type: none"> - Currently enrolled in high school - Able to comprehend verbal and written directions - Effective communication skills; face to face, phone - Desire and ability to talk with guests and deliver guest service according to our standards - Able to pay attention and detail oriented - Positive attitude, eager to learn, willing to take direction - Able to maintain composure when under stress
PHYSICAL REQUIREMENTS:	Intermittent sitting, climbing, and crawling, continuous standing, reaching & handling, frequent walking, position changes, lifting & carrying (up to 45#), pushing & pulling (up to 45#), bending & squatting, and twisting.

DEPARTMENT:	Housing / Maintenance Department
POSITION:	Facilities Internship
REPORTS TO:	Seth Bogner
INTERVIEW DATE:	6/5/2024
POSITION PURPOSE:	The facilities intern will assist with various tasks in the area of grounds, organization, and hands-on learning about facets of building maintenance. This will include learning about raw materials and products, equipment, problem solving, safety standards, and action planning.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"> - Organizing supplies and materials - Shadowing facilities team - Learning safety standards - Supervised use of tools - Learning functions of products and equipment
PHYSICAL REQUIREMENTS:	Continuous sitting, standing, walking, position changes, lifting & carrying.

POSITION:	Housing Internship
REPORTS TO:	Pamela Culbertson
INTERVIEW DATE:	6/5/2024
POSITION PURPOSE:	Assisting the Tribal Housing Program with record retention, organization, general clerical duties, and event preparation as needed.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none"> - Supply organization - Printing, copying, filing - Spreadsheet tracking - Assist with mailing - Assist with research as needed - Data entry - Assist with scheduling
PHYSICAL REQUIREMENTS:	Continuous sitting, occasional standing, walking, position changes, bending & squatting, reaching & handling, pushing supply cart, lifting & carrying supplies from one area to another.

DEPARTMENT: Natural Resources Department

POSITION: Environmental/Fisheries Internship

REPORTS TO: Environmental: Marnie Keller
Fisheries: Colby Gonzales

INTERVIEW DATE: 6/6/2024

POSITION PURPOSE: The purpose of this position is to assist Environmental Services staff with water quality monitoring, plant surveys, and timer harvest review as well as assist Fishery staff with Fish Hatchery and stream restoration work. We will train intern on essential functions.

ESSENTIAL FUNCTIONS:

- Take measurements with scientific instruments
- Take detailed & legible notes of measurements/activities
- Work outdoors in all weather including heat and rain
- Ability & willingness to hike 5+ miles off trail in a day
- Traverse & work within streams and wetlands
- Record/maintain info on feed & H2O quality
- Record mortality & liberations
- Trap/collect fish for broodstock and food bank
- Wash, paint, repair, maintain buildings/ponds
- Fish culture structures; clean rearing ponds
- Do stream surveys; set fish traps
- Collect data
- Restoration projects

QUALIFICATIONS:

- Detail oriented. Proper care and use of sensitive equipment
- Ability to write clear and detailed notes. Strong organization skills
- Tolerance of temperature differences and inclement weather

PHYSICAL REQUIREMENTS:

- Physically capable and comfortable negotiating uneven terrain
- Physically capable and comfortable negotiating varied and steep topography
- Physically capable and comfortable negotiating slippery streambeds
- Potentially crawling on asphalt, concrete, stream bed and forest floor

POSITION:	Heritage Internship
REPORTS TO:	Ben Steward
INTERVIEW DATE:	6/6/2024
POSITION PURPOSE:	The Heritage Program Intern will assist in research, cultural resource surveys, and other appropriate duties to support the Tribe in the management of its culturally significant places and resources.
ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none">- Curation- Archaeological survey work.- Monitor/report on cultural sites, excavations in accordance with cultural resource laws, regulations and guidelines- Aid in ID of cultural sites using archaeological field technique. Data entry, filing, scanning, transcription- Prolonged physical activity on uneven ground- Other duties as assigned.
QUALIFICATIONS:	<ul style="list-style-type: none">- Willingness to work, physically outside and in an office setting- Willingness to learn to navigate computer programs- Ability to provide own transportation- Must have interest in Cultural Resources- Willingness to learn current cultural resource laws- Work in inclement weather
PHYSICAL REQUIREMENTS:	Intermittent sitting, climbing, and crawling, continuous standing, and walking, occasional position changes, pushing & pulling, reaching & handling, and frequent lifting & carrying, bending & squatting, and twisting.