



# Cow Creek Government Office

## Summer Youth Employment Intern

Job Code: 1390  
Department: Various  
Location: Various  
Minimum Hourly: \$15.00

### POSITION PURPOSE:

Assists with various tasks across Government Office departments and Umpqua Indian Development Corporation (UIDC) businesses.

### Position Duties:

- For Government Office placements:
  - Assist with daily business needs and functions, including basic office and clerical tasks.
  - Organize supplies, materials, and documents, including filing.
  - May include supporting program implementation, including interaction with program participants and food preparation/clean-up.
  - May include learning functions of products and equipment, including tools, and safety standards.
  - Other duties as assigned.
- For UIDC placements:
  - Deliver customer service by assisting with guest requests, fulfilling orders, and escorting guests.
  - Clean guest areas, including materials, furniture, and equipment.
  - May include preparing and/or serving food and beverages.
  - May include custodial work and groundskeeping.
  - May include learning functions of products and equipment, including tools.
  - Maintain a safe and healthy work environment.
  - Other duties as assigned.

## QUALIFICATIONS:

- Currently enrolled in high school.
- Able to read and comprehend verbal and written instructions.
- Effective communication skills.
- Attention to detail.
- Positive attitude, eager to learn, willing to take direction.
- Able to maintain composure when under stress.
- May include basic computer skills and experience with Microsoft Suite.
- May include ability to obtain a Food Handlers permit.

## 2026 INTERNSHIP PLACEMENTS:

- Land & Resources: Real Estate Services
- Land & Resources: Cultural Resources Program
- Education: Yimisa' Preschool
- Education: Expanding Horizons Youth Center
- Education: Takelma Language
- Housing: Facilities
- Social Services: Elders Program
- Legal: Legal & Tribal Court
- UIDC: Marketplace Grill
- UIDC: Takelma Cafe
- UIDC: Cow Creek Restaurant
- UIDC: RV Resort