



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Lawn Maintenance Supervisor
DEPARTMENT: Eastern Shoshone 477 Program
SUPERVISION: Eastern Shoshone 477 Director
SALARY: \$15.00/hr.
OPENING DATE: 4/30/2025 **CLOSING DATE:** 5/14/2025

POSITION SUMMARY:

Supervisor Summer Youth Shoshone 477 Lawn Crew in all aspects of the lawn care with the day-to-day operations.

DUTIES AND RESPONSIBILITIES

- Ability to perform all aspects of the lawn care adherence to Health and Safety protocols.
- Supervise the Summer Youth participants with lawn care.
- Monitor maintenance of all equipment
- Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS:

- Must be 21 years of age
- Must have a valid Class C driver license with a good driving record.
- Must complete the employment application
- Successful completion of a pre-employment drug test
- Leadership and communication skills
- Must pass a Criminal Background check
- Preference will be given to applicants with experience in lawn work and maintenance

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “See Resume” for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to lmorgan@easternshoshone.org by 4:45 PM on the closing date.
 - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.