



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

NOTICE OF EMPLOYMENT

POSITION: Program Aid
DEPARTMENT: Eastern Shoshone Tribe's Boys & Girls Club
SUPERVISION: Eastern Shoshone Tribe's Boys & Girls Club's Director
SALARY: \$15.00
OPENING DATE: May 18th, 2026 **CLOSING DATE:** June 1st, 2026

POSITION SUMMARY:

This position provides assistance to the Club with summer programming by teaching and monitoring the youth, ages 6-18 years old in the areas of Academic Success, Good Character, Citizenship and Healthy Lifestyles.

QUALIFICATIONS

- A High School Diploma or GED equivalent.
- One (1) of experience in tutoring and mentoring children or youth.
- Must have the ability to work with children of all ages and exhibit patience when managing behavioral challenges.
- Must be able to effectively communicate with club members, parents, staff, volunteers, and teachers.
- Desire and able to work in a cooperative, team-oriented atmosphere.
- Must exhibit the patience and the ability to work with children of all ages.
- Demonstrated the responsibility, dependability and being punctual.
- Required to possess a valid driver's license and have clearance for coverage under the Tribe's vehicle insurance plan.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.
- Required to demonstrate documentation of proof of immunization for COVID-19 vaccination.

DUTIES AND RESPONSIBILITIES

- Works with Club Director and other staff to ensure programs, services and activities that prepare youth for success promoting the safety of member and quality in the program at all times. Provide guidance and role modeling to members.
- Responsible for coordinating, promoting, and encouraging participation in program activities at the club. Activities may include crafts, nature, sports, games, songs, games, swimming, etc.

- Supervising club members to ensure a healthy and safe environment that facilitates learning and encouragement to the club member's well-being and personal growth. This includes time spent on the Club vehicles.
- Responsible for daily set-up and clean-up of all materials used during the program. Ensure the site is kept clean, organized and free of litter.
- Maintain close daily contact with club staff (professional and volunteer), club members, and supervisor to receive/provide information and discuss issues.
- Maintain contact with external community groups, schools, parents and others to assist in resolving problems.
- Prior to the arrival of club members ensures all equipment needed for programs and activities is gathered, clean and in working order.
- Performs related clerical work. Drafting flyers and activity schedules on the computer, answer telephone and providing information on club programs and activities.
- Responsible for checking in and checking out of club members of the program. Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Perform janitorial duties as needed. Mopping, cleaning tables, trash removal, moving equipment, etc.
- Performs other duties as assigned to maintain and enhance the operation of the program

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Adapt to changes in high energetic environment that may require being active for long periods of time.
- Must be willing to participate in games, activities and lighthearted fun to help children smile and feel included.
- Transport club members to scheduled programs and activities.
- Physical agility to lift up to 50 lbs.
- Outside weather conditions
- Noise level from moderate to high, may be somewhat disruptive.

PERFORMANCE STANDARDS AND EVALUATION FACTORS SHALL INCLUDE BUT NOT BE LIMITED TO:

- Ability to maintain dependable attendance and reliability.
- Works as a team member and uses good judgment, self-initiative, friendliness, politeness and courtesy to the applicants, club members, employees, and the general public.
- Understand and abides by the Eastern Shoshone Tribes Employee Policy and Procedures Manual and other management system policies and procedures pertinent to job functions.
- Self-start, completes tasks in a timely manner, and must possess ability to work independently with little or no supervision. This includes reception duties and other functions necessary to maintain and efficient Boys & Girls Club Organization.
- Prioritize organizational and time sensitive assignments.
- Excellent verbal and written communication skills.
- Uses professional telephone etiquette.
- Project and professional attitude and appearance.
- Ability to motivate youth and manage behavioral problems.
- Understand and executes complex written and oral instructions.

SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

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 or faxed to 307-332-9883 until 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 for each position in which you want to be considered for. 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.