

PINEDALE CHAPTER PUBLIC EMPLOYMENT PROGRAM JOB VACANCY ANNOUNCEMENT

DATE POSTED: June 11, 2025 at 11:00 a.m.

CLOSING DATE: June 25, 2025, at 01:00 p.m.

POSITION TITLE: SYEP Lead Supervisor

DEPT.: Pinedale Chapter Government – Administration

WORKSITE: Pinedale Chapter House – Pinedale, New Mexico

| WORKDAYS/HOURS | POSITION TYPE | SALARY INFORMATION |
|--|--|--|
| Days: Monday to Friday Hours: 8:00 a.m. to 5:00 p.m. No. Hrs./Wk.: 160 hours | Permanent: _____ Temporary: <u> X </u> Full-time: <u> X </u> | Salary: \$1,632.00 Hourly range: \$10.20 Non-exempt position |

DUTIES AND RESPONSIBILITIES

Under the supervision of the Chapter Community Services Coordinator, performs office work and field work that is simple, routine, and repetitive which are limited scope and complexity; performs related work as assigned.

General duties:

Perform repetitive tasks that are clear, detailed, and accompanied by specific instructions; develop, plan, and implement Summer Youth Employment Program work plan. Ensures compliance with all Chapter, Local, and Federal policies and laws relevant to the program and participants. Develop strategies for engaging youth students in learning hands on projects. Supervise all SYEP participants including Youth Supervisors or by other prescribed methods.

Evaluates and verifies participants' performances through the review of completed work/task assignments. Identifies staff development and training needs and ensures that training is obtained. Coordinates youth activities regarding care and treatment. Receives, maintains, and distributes inventory. Consults and collaboration with Office staff, elected officials on projects and tasks.

QUALIFICATION REQUIREMENTS

Education and training:

A high school diploma or GED and at least 6 months of experience working with youth. An equivalent combination of education, training, and work experience which provides the capabilities to perform the described duties may be considered.

Physical requirements and work environment:

Work requires extensive lifting, bending, carrying, loading, unloading, and transporting equipment and supplies weighing up to 25 lbs., and works extended periods of time in an indoor environment.

License/Certification requirements:

Must possess a valid state issued driver's license. Depending upon the needs of the Chapter, some incumbents of this class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. A background check from the State/Local/Navajo Nation will be required.

To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.

THE PINEDALE CHAPTER GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

CONTACT INFO: Mailing address: Pinedale Chapter P.O. Box 03 Churchrock, NM 87311;

Telephone: (505) 786-2208 **Fax:** (505) 786-2211 **Website:** www.pinedalegov.org

NAVAJO PREFERENCE IN EMPLOYMENT ACT APPLICABLE