

Kickapoo Tribe of Oklahoma



NOTICE OF VACANCY

EMPLOYMENT: Adult Youth Counselor

DEPARTMENT: Tribal Youth Program

STATUS: 2 Full-Time

DEADLINE: May 27, 2011 by close of business 5pm

JOB DESCRIPTION

The Kickapoo Tribe of Oklahoma is seeking two (2) Adult Youth Counselors one male and one female. The adult youth counselors will assist with transportation and planning of Tribal Youth Program activities, maintains excellent communication with all mentors/tutors, file and, run errands. Adult Counselors will be assisting with summer camp and leading a team of 2-3 mentors and providing assistance to youth motivating youth to pursue a higher education and other duties as assigned by the Tribal Youth Program Coordinator.

MINIMUM REQUIREMENTS:

- (1) **Education:** High School Diploma or GED Equivalent.
- (2) **Skills:** All applicants must have previous mentoring/tutoring experience or experience with Native American Youth ability to coordinate schedules and have excellent communication skills, both written and oral be able to work independently and as part of a team.
- (3) **Requirements:** Must possess documents that establish both identity and Employment Eligibility, must have a valid Oklahoma Drivers License, pass a drug screening test, and complete and OSBI background investigation. English language and Kickapoo language is a plus.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma
Attn: Human Resource
P.O. Box 70
McLoud, OK 74851

or by fax: (405) 964-7046

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates in accordance with Title 25, U.S. code Section 472 and 473. Kickapoo Tribe of Oklahoma is Equal Opportunity Employer.