



Program Assistant – Red Calf Cohort

Number of positions available: 2

Type of position: part-time, tentatively the weeks of June 6 – 10, 2022 and August 8-12, 2022

Rate of Pay: \$18/hour

Summary of Duties:

The Program Assistant will primarily work with the Technical Services Department at the InterTribal Buffalo Council (ITBC), based in Rapid City, SD. The mission of ITBC is “restoring buffalo to Indian Country, to preserve our historical, cultural, traditional and spiritual relationship for future generations.” The Technical Services Department has developed a program called the Red Calf Cohort, which is designed to increase tribal youth interest and careers in natural resource management. The Program Assistant will work closely with the Technical Services Department as well as the Program Coordinator to implement the Red Calf Cohort. The position is part-time and will include supervision of the 10 program participants, planning and facilitating objectives of the program, and assistance in reporting and compiling information from the program.

A. DESCRIPTION of WORK:

1. The primary responsibility will be to help supervise 10 program participants during the Red Calf Cohort Program. Two tentative camps are planned: the Black Hills Kickoff Camp in South Dakota in June and the Yellowstone Camp in Yellowstone Park in August.
2. The Program Assistant will monitor and mentor a group of 5 participants. Specific duties will include:
 - a. Ensure the safety and appropriate behavior of program participants.
 - b. Encourage participation in activities and field trips and engage with students throughout the day. (Cell phone use is not permitted while interacting with students.)
 - c. Serve as a “mentor” to students, encouraging and assisting with questions and support of education.
 - d. Provide assistance and oversight with field trips, closing event, mentorships, and reports.
 - e. Assists with meal duties, such as preparing, cooking, serving, and cleanup.
 - f. Assist with camping duties, such as pitching camp, maintenance, and cleanup.
 - g. Will be on-call during the night and will be scheduled to assist with safety and accountability of participants throughout the night.
 - h. Performs miscellaneous job-related duties as assigned.

B. QUALIFICATIONS FOR PROGRAM ASSISTANT:

1. Commitment and interest in assisting high school students in their academic and personal growth.
2. Prior experience working with adolescents preferred.
3. At least 18 years of age with 3+ years of experience working in a camp environment preferred.
4. CPR and First Aid Certification or willingness to obtain certification prior to the start of the program.
5. Available to work from 8:00 AM to 8:00 PM daily during the Black Hills Kickoff Camp and the Yellowstone Camp.
6. Preference is given to enrolled member of a federally recognized tribe.
7. Ability to use initiative, demonstrate dependability, and use time constructively.
8. Ability to work with attention to detail, maturity, professional demeanor, tact, diplomacy, and sense of humor.
9. Ability to successfully pass a criminal and child protective services background check.

C. SUPERVISION

Under the supervision of the Wildlife Biologist and/or Project Manager.

D. WORKING CONDITIONS

The majority of the program will take place in an outdoor setting. Staff must be willing to stay on site and live, eat, and share sleeping accommodations with cohort members.

To apply send a resume and cover letter to:

admin@itbcbuffalonation.org

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