





# SISSETON-WAHPETON OYATE SUMMER YOUTH PROGRAM



A letter is sent to tribal entities requesting job descriptions.

- Title
  - Duties / responsibilities
  - Qualifications
  - Supervisor
- 

# Job descriptions from entities

SWO Summer Youth  
ESDS Work Site

Summer youth workers at Enemy Swim Day School will learn a variety of skills that will help make them employable as adults in a larger society. Following the criteria of the criteria of the SWOTANF Summer Youth Program, students will be employed on the ESDS campus in all of four different departments: Office Automation and Clerical, Maintenance and Grounds Keeping, Library Science and Summer Program Support. All summer workers will attend several hours of professional development training including topics on multi-tasking, time-management, working in groups, etc.

**Office Management and Clerical Learning Opportunities:**

- Multi-line Essential Phone Skills,
- Office Publishing (copying, cutting, binding),
- Laminating
- Documentation (copying, typing, formatting),
- Mailing Clerk Skills (posting, sending, distributing, labeling),
- Document Design and Composition.

**Library Science Learning Opportunities:**

- Library Classification System
- Book Labeling
- Maintaining an Excel® worksheet for the Guided Reading Resource Room.

**Maintenance and Grounds Keeping Learning Opportunities:**

- Building Cleaning and Maintenance
- Carpet Care,
- Landscaping and Grounds Work,
- Painting skills

**Summer Enrichment Program Support Learning Opportunities:**

- Working with young students for safety (extra swimming guards, walking guards, etc.)
- Reading enrichment for younger children.
- Classroom academic expansion leadership

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SWO Summer Youth  
ESDS Work Site

*Siouxon Waldstein College*

**TITLE:** Summer Youth Worker  
**REPORTS TO:** Facilities Manager  
**SALARY:** Determined by Summer Youth Program  
**TOUR OF DUTY:** 8 AM to 4:30 PM Monday-Tuesday  
**SUPERVISES:** None

**Summary**  
This is a clerical position with some unsupervised responsibilities. Youth is Responsible for all routine maintenance & repair of the facilities and equipment. Some construction work may be required when scheduled. Youth may also provide janitorial and minor maintenance duties to ensure a safe, clean, comfortable, and efficient environment.

**Responsibilities/Duties**

1. Perform all routine maintenance & repair of facilities, and equipment.
2. Grounds Maintenance will include weed eating and mowing the lawn.
3. Regular preventive maintenance knowledge will be gained.
4. Assist in office tasks: such as answering phones, filing, typing, and forwarding mail.
5. Reports any damage or maintenance needs to the Facilities Manager.
6. Replace lights, ballasts, fuses, etc. When needed.
7. May be required to assist with events.
8. Performs other duties as assigned.

**Education**

- Working toward a High School Diploma or GED

**Minimum Qualifications**


- Youth will gain **experience** in building operations, management, or property management.
- Youth will gain knowledge of methods used in construction such as: Building Materials, tools, equipment, and different phases of Building Maintenance.
- Youth will gain Basic knowledge of: electrical, plumbing, carpentry, and HVAC.
- Ability to work well with others.
- Youth must be physically able to perform moderate to heavy manual labor in uncomfortable conditions.
- Willingness to learn new things

**Other**

- Must have good communication skills
- Ability to maintain high levels of confidentiality
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft related, dishonest and unethical behavior.
- Works well under supervision. Demonstrates responsible behavior and attention to detail.

I have read the above job description and agree to perform all duties and responsibilities to the best of my ability.

Youth Employee Signature \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_



Our Youth selection starts with advertising in our tribal newspaper. There are approximately 50 to 60 applications received. Narrowed down to 20, 3 selected from each of the 7 districts.

# A two day orientation is conducted

## Summer Youth Orientation Agenda

Monday June 4, 2012

8:00 - Sign in  
8:30 - Introductions - ice breakers  
9:00 - Speaker - Crystal Owen  
10:30 - Break  
10:45 - Introductions with ct/demo staff  
11:00 - Paperwork, Go over guidelines and rules  
12:00-12:30 - Lunch Break  
12:30-1:00 - Select worksites  
1:00 - Speaker - Womens Circle  
PLEASE Do Not Talk while speakers are talking  
2:30 - Budget/ Guidelines  
3:00 - Go over assessments

## Summer Youth Orientation Agenda

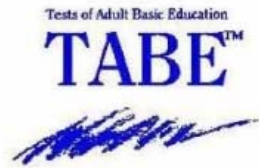
Tuesday June 5, 2012

8:00 - Sign in, collect ids and guidelines  
8:30 - Breakfast  
9:00 - Assessments with Bev Rosso  
10:30 - Break  
11:00 - video/Evaluations/  
11:30 - Go over assessments  
12:00 - 12:30 Lunch Break  
12:30 Lennie - Done

Narrow down to 1 day orientation - Less speakers, more on job skills

During orientation the coordinator covers a variety of topics that the program feels is important to them as youth.

We also would like to see where they are educationally. A TABE test is done on each individual.



Forms 7 and 8  
Survey  
Level M

NAME	LAST	FIRST	MI
	Campbell	Gregory	
EXAMINER			
SCHOOL OR PROGRAM			
TEST DATE	06	05	2012
	MONTH	DAY	YEAR
		FEMALE	<input type="radio"/>
		MALE	<input type="radio"/>
I.D. NUMBER	TEST FORM		
	7	0	8 0

**DIRECTIONS**

1. Do *not* tear the perforated strip off the edge of the answer sheet.
2. Fill in all information at the top of this answer sheet.
3. Mark all answers on the answer sheet: For each item, fill in the space that goes with the answer you choose. Fill in the space completely, and make your mark heavy and dark.
4. Do *not* erase on this answer sheet. If you make a mistake, or if you wish to change an answer, cross out your first answer with an X and mark the correct answer also, and circle the first answer.

**SUMMARY OF SCORES**

Test	Maximum Number Correct	Number-Correct Score	Scale Score	Percentile Rank	Stanine	Grade Equivalent
1 Reading	25		280			7.0
2 Mathematics	15					
3 Applied Mathematics	25					
Total Mathematics <small>Refer to TABE 7 &amp; 8 Norms Book for scores.</small>	40		395			12.9
4 Language	25					
5 Spelling	20		310			8.9
TOTAL BATTERY <small>Total Battery Scale Score = (S.S. Test 1 + S.S. Total Math + S.S. Test 4) +3</small>	110		330			9.6

Tests of Adult Basic Education  
**TABE™**



Forms 7 and 8  
Survey  
Level M

NAME		LAST	FIRST	MI
		Greeley	Deshae	
EXAMINER				
SCHOOL OR PROGRAM				
TEST DATE		06	05	2012
		MONTH	DAY	YEAR
		FEMALE		<input type="radio"/>
		MALE		<input type="radio"/>
I.D. NUMBER		TEST FORM		
		7	8	<input type="radio"/>

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**SUMMARY OF SCORES**

Test	Maximum Number Correct	Number-Correct Score	Scale Score	Percentile Rank	Stanine	Grade Equivalent
1 Reading	25		260			6.2
2 Mathematics	15					
3 Applied Mathematics	25					
Total Mathematics <small>Refer to TABE 7 &amp; 8 Norms Book for scores.</small>	40		320			9.4
4 Language	25		380			12.1
5 Spelling	20					
<b>TOTAL BATTERY</b> <small>Total Battery Scale Score = (S.S. Test 1 + S.S. Test Math + S.S. Test 4) +3</small>	<b>110</b>		<b>320</b>			<b>9.2</b>




# Low level test scores

 <p>Tests of Adult Basic Education <b>TABE™</b></p> <p>Forms 7 and 8 Survey Level A</p>	NAME			LAST	FIRST	MI
				<b>Felicia</b>	<b>Micheala</b>	
	EXAMINER					
	SCHOOL OR PROGRAM					
	TEST DATE			MONTH	DAY	YEAR
			<b>06</b>	<b>15</b>	<b>2012</b>	<input checked="" type="radio"/>
						MALE
						<input type="radio"/>
I.D. NUMBER			TEST FORM			
			7	<input checked="" type="radio"/>	8	<input type="radio"/>

## DIRECTIONS

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TEST	Maximum Number Correct	Number-Correct Score	Scale Score	Percentile Rank	Stanine	Grade Equivalent
1 Reading	25		<b>200</b>			<b>2.1</b>
2 Mathematics	15					
3 Applied Mathematics	25					
Total Mathematics Refer to TABE 7 & 8 Norms Book for scores.	40		<b>245</b>			<b>5.5</b>
4 Language	25		<b>200</b>			<b>1.4</b>
5 Spelling	20					
TOTAL BATTERY Total Battery Scale Score = (S.S. Test 1 + S.S. Total Math + S.S. Test 4) + 3	110		<b>200</b>			<b>3</b>



There are some youth that come in with scores of 2<sup>nd</sup> and 3<sup>rd</sup> grade levels. Those students are given the opportunity to work on those areas while in the summer youth program.

Employers are given the option to write a reference letter for the Summer Youth after completion of the program. These reference letters are placed in the file and used for further reference.

August 6, 2012

To: Youth Workers Program

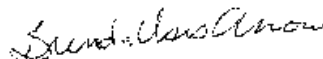
From: SWO Health, Fitness-Diabetes Program

The SWO Health and Fitness Center would like to express our support of the SWO Youth Worker Program. We believe that this much needed program has had a positive impact on our young adults. The program gives young adults the opportunity to join the workforce and learn the responsibilities and skills required in today's workforce.

Our Program had the pleasure of employing two youth workers at our facility this summer. One of our employees, DeShay Greeley, worked with us for the past three summers and I would like to acknowledge and commend him on his work ethics while here. He arrived at work early and performed all his assigned duties accurately and in a timely manner. We tilled up a large area in the back of our fitness center and we gave him the responsibility of planting and maintaining the garden. This job required him to be able to work independently and without a lot of supervision. We are pleased to report that he did an excellent job with his garden duties. We also needed him to help inside the fitness center with maintenance work, helping behind the desk and answering phones. Again, he performed these duties very well. He worked with us for six weeks which seemed to just fly by and we were sorry to see him leave when the work program came to a close.

Without hesitation, I would recommend DeShay for the youth worker program next year. It was our pleasure to have him as our youth worker. I am attaching a picture of him in the garden.

Thank you,



Brenda Uses Arrow,

SDP Program Manager

# End of the season celebration

- Meal for parents and youth
- Certificates of completion
- Perfect attendance awards
- Final pay check
- Incentive for participants that have had an exceptional year

Sisseton-Wahpeton Oyate

**Summer Youth Program 2012**