

PRAIRIE BAND POTAWATOMI NATION  
SUMMER YOUTH WORK PROGRAM  
2016

The Prairie Band Potawatomi Nation is currently seeking 40 summer youth workers to participate in a two (2) month summer work program. Qualified individuals will be hired to participate in the program. There will be two sessions held. Each worker hired may participate in one session only. The first session will be held from June 6-July 1, 2016. The second session will be held July 4-July 29, 2016.

**AGE REQUIREMENTS:** All interested applicants must be enrolled members of the Prairie Band Potawatomi Nation. All applicants must be between the ages of 14 and 18 years old. **All applicants must be 14 years of age by June 1, 2016 to qualify for the summer youth work program.**

**CONDITIONS OF EMPLOYMENT:** Any person applying for this job must be presently enrolled in school, a GED program, or be a recent high school graduate (verification required). Workers must provide their own transportation to and from work.

**WORK HOURS:** Each youth will work a maximum of 30 hours per week. Rate of pay for all workers is \$7.25/hour.

**CONSENT AND TREATMENT FORM:** All youth and their respective parent/guardian will be required to complete a treatment release form in case of emergencies. Parents of the youth workers will be required to sign a consent form allowing their son/daughter to participate in the program. Work sites will not be assigned until all forms are submitted.

**DRUG TESTING:** A parent/legal guardian of a worker under the age of 18 must accompany the youth worker to the site at which the mandatory drug test is being performed. This test will be determined using a Urine Test (UA).

**EMPLOYMENT APPLICATIONS:** All interested persons must complete an application packet for employment before being considered for a job. **Applications must be filled out completely. Interviews will be conducted for the first 40 eligible applicants, with all other applications being held on a wait list. Applications can be picked up starting on April 6th** from the Prairie Band Potawatomi Nation Government Center (lower level), Education Department (16281 Q Rd., 785-966-3981). Completed applications for the program must be received **NO LATER than May 6, 2016 at 4 p.m.** Applications received after this date and time will not be considered for employment.

**Please return completed signed (by student) applications, drug consent form, medical consent, and all other required documents to the Education Department at the PBPB Government Center.**

Interviews will be conducted on **May 24 (9 am to Noon) and May 25 (all day)**, at the PBPB Government Center – HR Department. Applicants must be available on these days, phone interviews will not be allowed. **May 26th** will be reserved in the event that applicants from wait list are contacted.

**Mandatory Orientation** for all workers will be held on **Wednesday June 1, 2016**. Please make sure you are available on these dates. Applicants **MUST** be present at Orientation or will you not be eligible for employment.