



Blue Lake Rancheria Tribe of California

POSITION DESCRIPTION

MANAGEMENT RETAINS THE RIGHT TO CHANGE JOB DESCRIPTION AS DEEMED NECESSARY

Job Title: Pathmakers Student Intern - Agriculture
Department: Tribal Government
Reports To: TEA Executive Director & assigned mentoring supervisor
FLSA Status: Non-Exempt
Prepared By: Alison Robbins
Revised Date: 11/05/2020
Approved By: The Board of Education
Approved: 12/22/2020

JOB SUMMARY

A Pathmakers Student Intern works with assigned mentoring field supervisors to assist with student project layouts, setting goals for learning the assigned departments' functions and team responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attend on-going trainings when needed or requested to do so by staff
- Complete program evaluation surveys as requested
- Keep accurate records of: hours worked, skills learned, and status of the student's project(s)
- Recognize role as a team member, learning responsibilities and time management
- Be patient and grow in understanding of the mentoring relationship with supervisor and team members.
- Spend at least five hours a month engaged in a mutually agreed-upon activity with assigned mentoring supervisor on student project(s)
- Communicate with assigned mentoring supervisor – by telephone or email regarding attendance
- Honor all commitments made to the Pathmakers Internship Program

Promotes the following within the department and among all Team Members:

- Creates a collaborative, inclusive, and culturally responsive atmosphere
- Encourages mutual respect, dignity and integrity with all Team Members, by setting positive examples at all times.
- Maintains a professional departmental, company, and community reputation.

Blue Lake Rancheria requires Team Members, on a continual basis...

- To provide a safe work environment for Team Members, through compliance with established safety guidelines, identifying potential safety hazards, and reporting same to the appropriate person for proper resolution.
- To maintain a professional departmental, company and community reputation.
- To enforce performance standards, policies and procedures as they relate to the department.
- To maintain a consistent, regular attendance record.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Minimum requirement: Must have completed 10th grade, and be recommended by school staff for Internship position.

COMPUTER SKILLS

Must be knowledgeable and proficient working with the Microsoft Office Suite within six weeks of hire.

LANGUAGE SKILLS

Ability to read, and apply technical procedures, or government regulations. Ability to write reports on student progress. Ability to effectively present information and respond to questions from co-workers.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to solve simple and practical problems, dealing with a variety of concrete or unknown variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Exercising sound independent judgment within established guidelines when called upon.

CERTIFICATES, LICENSES, REGISTRATIONS

Student work permit

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a Team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The Team Member frequently is required to reach with hands and arms.

The Team Member is regularly required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The Team Member must regularly lift and/or move up to 50 pounds. The Team Member is regularly required to work in a variety of outdoor weather conditions. The Team Member is regularly required to work with and/or around sharp gardening tools and motorized equipment. The Team Member is regularly required to handle plants, soils, fertilizers, animal waste, rusted metal equipment, and non-potable water while wearing appropriate personal protective equipment. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Must pass a drug test.

WORK ENVIRONMENT

The work environment characteristics describe here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is frequently exposed to 1) farm, field, and greenhouse environment 2) general office environment, 3) shop, makerspace and classroom environment, and 4) off site field trips/buses, including the use of standard office machinery, small shop, makerspace devices or equipment. No travel is required.