



Chickahominy Indian Tribe Vacancy Announcement

Open Position: Summer Camp Counselor (2 positions available)

Work Location: Charles City, VA

Compensation: This is a temporary position, June 24 through August 15, 2024, averaging 35 hours per week. The hourly rate for this position is \$20 per hour. There are no benefits associated with this position.

Position Summary: The Chickahominy Indian Tribe seeks a dynamic individual to join our Summer Culture Camp as a Counselor. This position will lead and instruct camp participants on the Indigenous foods and culture of the Chickahominy Indian Tribe. This will involve following the provided curriculum and adhering to the structured daily schedule, including outdoor gardening using raised beds and activities centered around Native culture. This position will also assist with maintaining the raised garden beds with daily watering and weeding, and ensuring the camp facility stays clean and orderly because of these tasks. Additionally, this position will oversee the camp participants on weekly field trips to ensure their safety and participation at all times. This position reports to the Project Management and Compliance Office (PMCO) Project Director and Assistant Project Director.

Position Responsibilities:

- Oversees the daily operations of the Summer Culture Camp;
- Follows the daily schedule and leads activities based on the provided curriculum;
- Maintains raised garden beds by planting, watering, weeding, etc.;
- Enforces camp rules and expectations with all participants;
- Provides daily updates to Parents using the provided application/platform;
- Communicates with Parents and Tribal Staff daily on any issues if they arise with participants;
- Cleans and maintains proper use of the camp facility;
- Performs other related duties as required.

Position Requirements:

- Enthusiastic and positive attitude;
- Good organizational skills and ability to communicate clearly;
- Ability to effectively interact with the general public, volunteers, and Tribal staff;
- Must pass reference checks and background screenings, which includes fingerprinting.

**Position Qualifications:**

- Must be 16 years old or older;
- Experience working with children;
- Experience with using a curriculum preferred;
- Basic knowledge of the Chickahominy culture and Tribal history;
- Basic knowledge of how to grow and maintain a garden.

Working Conditions & Physical Requirements: Work will occur both indoors and outdoors, with weekly field trips. The Camp Counselor will on occasion be expected to meet with staff and/or parents and may also present information in group settings. The Camp Counselor must be able to work outside, be on his or her feet for long periods of time, and lift items up to 25lbs.

Application Process:

- Applicants must submit a completed job application, cover letter, and resume.
- Incomplete and late applications will not be considered.
- Applications may be mailed to:
Chickahominy Indian Tribe
ATTN: Lindsey Johnson
8200 Lott Cary Rd
Providence Forge, VA 23140
- Applications may also be emailed to Lindsey.Johnson@chickahominytribe.org.
- Position is open until filled.
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
 - Chickahominy Indian Tribal Citizen
 - Citizens of other federally recognized Indian Tribes
 - General applicants