

JOB OPPORTUNITIES

The Natural Resources Department of The Confederated Tribes of Grand Ronde, in cooperation with Oregon Youth Conservation Corps, seeks two youth crew leaders for its Summer Youth Crew program. These positions are designed and funded for the purpose of providing enhanced opportunities for youth.

Youth Crew Member
\$7.75/hour

Monday — Friday, 8 a.m. — 4:30 p.m.

Approximately 8 weeks, starting July 1, 2004

Duties: Work as a member of a seven-person summer youth work crew. Youth crew projects may include stream restoration/enhancement, trail and park maintenance, native tree plantings, forest inventory work, or other natural resource and community projects.

Qualifications: Must be 16-19 years of age. Must have the ability or experience to safely and properly use hand tools. Must be in good physical condition and be able to work in rugged outdoor terrain. Interest or experience in natural resources related work helpful.

Requirements: Furnish their own work boots and successfully complete pre-employment background check and drug test.

Closing date: Friday, June 11, 2004.

To apply: Complete a Confederated Tribes of Grand Ronde employment application and return to the Confederated Tribes of Grand Ronde, Fish & Wildlife Department, P.O. Box 10, Grand Ronde, OR 97347, by the closing date. Applications may be obtained at www.grandronde.org, by then clicking on employment and application. If you have questions or need an application sent to you please call 503-879-2423.

Application Tip Sheet For The Tribe's Human Resources Department

Employment applications must be filled out completely so you have the best chance of being considered for an interview. When completing your application, have a copy of the job description (of the position you are applying for) available and make sure you clearly identify how you meet the minimum qualifications of the position. This tips sheet can be used as a final review before your application is submitted to Human Resources (HR).

1. Personal Information. Please include a good contact phone number so we can reach you when needed. If you don't have a personal phone, you might arrange to use a family member or friend's phone.

2. Education. Please include the name and location of the school(s) you attended and the highest level you have completed. If a position has educational requirements make sure you provide the details requested.

3. Specialized information. Please list any work related training, seminars, licenses, certifications or additional skills which could support your application.

4. Employment. Be very complete with your employment history. Include dates, location, telephone numbers and duties performed.

5. References. Provide work related references, telephone numbers and the type of work related relationship (boss, co-worker etc).

6. Minimum Qualifications of position. If you are applying for a position which has educational, special skills or requires licenses (food handler, first aid/CPR etc.) gather those materials together and be prepared to supply those to Human Resources at CTGR when requested.

SUMMER YOUTH EMPLOYMENT PROGRAM

7 Week Program- July 6 — August 20 ■ \$7.05 per hour
Monday — Friday, 4 hours per day
8 a.m. — 12 p.m. or 1 p.m.— 5 p.m.

Requirements:

Enrolled Grand Ronde Tribal Youth between the ages of 14-17 years by July 6, 2004. Must be responsible, reliable and dedicated. Youth coming into this program must be respectful of others, well mannered, positive attitude, good work ethic and willing to work as a team.

Youth Education and Human Resources will be sponsoring a MANDATORY informational meeting on two occasions at the Adult Education Center in Room 26 A. We will be assisting youth in appropriately filling out an employment application and giving helpful tips on interviewing. We will also provide important information on the Summer Youth Employment Program.

All interested youth must attend one of the following meetings in order to participate in the program.

PLEASE bring Photo ID AND Social Security card to the meeting.

Adult Education Center — Room 26 A & B

Wednesday, June 9, 2004, 6 p.m. — 8 p.m.

OR

Monday, June 14, 2004, 9 a.m. — 11 a.m.

If you have any questions please call: Denise Harvey at 503-879-2112 or Mary Leith at 503-879-2109 Human Resources or Marie Heimburg at 503-879-2224 or Brian Campbell at 503-879-2101 in Youth Education.

USDA Distribution

~Siletz~

June 1: 9 a.m. to 3 p.m.

June 2: 9 a.m. to 3 p.m.

June 3: 9 a.m. to 3 p.m.

June 4: 9 a.m. to 3 p.m.

~Salem~

June 21: 2 p.m. to 7 p.m.

June 22: 9 a.m. to 7 p.m.

June 23: 9 a.m. to 5 p.m.

Siletz:
1-800-922-1399
Salem:
503-391-5760

JOB OPPORTUNITIES

INTERNAL OPENINGS

■ **Dental Assistant I/II**

(on-call)

Dental

Grade: 5/7 dependent on experience

Closing Date: June 9

■ **House Keeping Technician**

(on-call)

Facilities/Housekeeping

Grade: 10

Closing Date: June 9

■ **Bus Monitor**

Education

Grade: 1

Closing Date: June 9

■ **Receptionist**

Gaming Commission

Grade: 6

Closing Date: June 11

■ **Accounting Clerk**

Finance

Grade: 4

Closing Date: June 11

The eligibility requirements for applying for internal postings — Current employees meeting the following criteria:

Regular full or part-time employees:

- 1) have completed 6 months in current position.
- 2) have obtained an overall performance rating of "meets expectations or better" on their most recent performance evaluation.
- 3) were not under disciplinary action or performance improvement review during the previous 6 months.

Any Tribal member of the Confederated Tribes of Grand Ronde meeting the following criteria:

- 1) Are not a current employee of the Tribe in their "introductory" period.
- 2) Are not a current employee of the Tribe under disciplinary action or performance improvement during the previous 6 months.

*Application materials must be received in Human Resources by 5 p.m. on the closing date.



503-879-2257

or 1-877 TRIBEGR

www.grandronde.org

JUNE MEALSITE MENU

TUES., JUNE 1 Beef Stew Rolls Cottage Cheese	WED., JUNE 2 Baked Chicken Salad Bar Fruit	THURS., JUNE 3 French Dip Salad Bar Cookies	FRI., JUNE 4 Tomato Soup Grilled Cheese Sandwiches
TUES., JUNE 8 Chicken Pot Pie Salad Bar Bar Cookies	WED., JUNE 9 Tator Tot Casserole Salad Bar Fruited Jell-O	THURS., JUNE 10 Spaghetti Green Salad Rolls	FRI., JUNE 11 Split Pea Soup w/ham Rolls Fresh Veggies
TUES., JUNE 15 Macaroni & Cheese Salad Bar Pudding	WED., JUNE 16 Egg Salad Sandwiches Salad Bar Fresh Fruit	THURS., JUNE 17 Salisbury Steak Mashed Potatoes Vegetables & Fruit	FRI., JUNE 18 Homemade Soup Rolls Jell-O
TUES., JUNE 22 Chicken & Rice w/mushroom Vegetables & Fruit	WED., JUNE 23 Meat Loaf Baked Potatoes Veggies	THURS., JUNE 24 Hot Pork Sandwiches Mashed Potatoes Veggies & Apple Sauce	FRI., JUNE 25 Grilled Hamburgers Potato Salad Baked Beans & Cookies
TUES., JUNE 29 Cold Cuts Veggie Tray Low Sugar Ice Cream	WED., JUNE 30 Roast Beef Mashed Potatoes Veggies & <i>Birthday Cake</i>		

ELDERS EAT FIRST. TRIBAL ELDERS AND SPOUSES EAT FREE.
ALL OTHERS ARE \$5.00 & MUST CALL THE
KITCHEN BEFORE 9:30 A.M. AT 503-879-2410.