

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Mashkiiziibii Boys and Girls Club Coordinator

Department: Youth Services

Hourly Rate: \$14.00 - \$16.00

Full Time: 40 Hours/Week

Exempt: NO/Hourly

Supervisor: Youth Services Director

Posting Date: Public

Opens: June 1, 2022

Closes: June 15, 2022 at 4:30 PM



Summary: The Mashkiiziibii Boys and Girls Club Youth Coordinator will provide a primary leadership role for planning, organizing, supervising, and evaluating age-appropriate programs for youth 5-18 including activities related to recreation, culture, and education.

Essential Duties and Responsibilities include the following: Other duties as assigned.

- Create a safe and nurturing environment for all youth participants.
- Use positive discipline with members constantly.
- Assist in recruiting, training, and recognizing Club members, program staff, and volunteers.
- Supervise programming staff and volunteers as assigned.
- Assist with developing and maintaining program goals and objectives following the organization's vision and mission.
- Oversee daily cleaning duties and facility maintenance.
- Monitor general conditions and inventory of program areas, equipment, and supplies.
- Provide statistical information/ data on pertinent Club matters.
- Complete other duties as assigned.
- Working evening and weekend hours required.
- *Coordinate Sweeper Van and Open Gym Activities as directed by the supervisor*

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

High School Diploma or its equivalent

Other Skills and Abilities:

Required:

- Leadership skills, including negotiations, problem, solving, decision-making, and delegations.
- At least 3+ years of experience working with children or youth programs
- Ability to establish and maintain effective working relations with the Board of Directors, staff, community groups, and other related agencies.
- Basic knowledge of assets management including financial resources and property.

Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and the elderly.
- This position requires a driver check, to meet eligibility requirements for tribal insurance

Language Skills:

- Strong computer skills
- Ojibwe language learning

Reasoning Ability:

- Must be self-motivated.
- Must be able to work with minimum supervision

Physical Demands: The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to physically perform all duties. Walking, standing, bending, and occasionally lifting 25lbs and/or carrying short distances.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

**Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov