

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 Director

Department: Youth Services

Hourly Rate: \$18.00 - \$21.00

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 Director is responsible for the development, implementation, coordination, and evaluation of all program and membership services to ensure Club members aged 5 to 18 have an optimal Club experience. The Mashkiiziibii Boys and Girls Club Director will oversee critical organizational infrastructure and participate in budget development and management.

Essential Duties and Responsibilities include the following, other duties as assigned.

- Responsible for overseeing the operations of the club.
- Provide leadership and direction to ensure the effective operations and delivery of programs.
- Provide leadership direction and support to the Board of directors of programs in developing organizational goals.
- Attaining/ allocating resources and establishing policies.
- Provide leadership and direction to staff management in carrying out the key roles assigned to them.
- Provides leadership for the financial management of the organization.
- Develops strategic alliances with community leaders and local officials.
- Develops collaborative partnerships with other youth-serving organizations, members, parents, families, funders, and community organizations.
- Increase the visibility of Club programs, services, and activities while maintaining good public relations.

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:

- A bachelor's degree in education or a related field is required.
- At least 3+ years of experience working with children or youth programs.

Other Skills and Abilities:

Required:

- Leadership skills, including negotiations, problem, solving, decision-making, and delegations.
- 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