

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Boys & Girls Club Unit Manager  
**Department:** Boys and Girls Club of Lake Superior Chippewa  
**Hourly Rate:** \$18-\$21 DOQ  
**Full Time:** 40 Hours/Week  
**Exempt:** NO/Hourly  
**Supervisor:** Boys & Girls Club Director  
**Posting Date:** In-House  
**Opens:** August 1, 2023  
**Closes:** August 7, 2023, at 4:30 pm  
**Posting Date:** Public  
**Opens:** August 15, 2023  
**Closes:** August 29, 2023, at 4:30 pm  
**Posting Date:** **Public**  
**Opens:** **September 6, 2023**  
**Closes:** **Open Until Filled**



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**Summary:** The Boys and Girls Club of Lake Superior Chippewa Unit Manager directs/manages overall daily operations of the designated Clubhouse(s) with the primary concern for programs and service delivery, supervision and training of staff, facilities management, community relations and membership administration.

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

## **Leadership**

- Establish Unit programs, activities and services that prepare youth for success and that create a club environment that facilitates achievement of Youth Development Outcomes.
- Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.

## **Strategic Planning**

- Plan, develop, implement, and evaluate Unit(s) overall programs, services, and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance, and participation.

## **Resource Management**

- Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club, including use of facilities by outside groups.
- Ensure compliance with organization policies & procedures.
- Recruit, manage and provide career development opportunities for branch staff and volunteers. Conduct regular staff meetings.

## **Partnership Development**

- Develop partnerships with parents, community leaders and organizations.

## **Marketing and Public Relations**

- Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community

## **ADDITIONAL RESPONSIBILITIES:**

- Purchase or approve purchase of supplies and equipment.
- Work with staff on special events to carry out programs in all departments.

- Exercise authority in problems relating to members; utilize guidance and discipline plan.
- Assume other duties as assigned.

**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:**

- Minimum of associate degree in child/Youth Development, Education, or related field; OR a minimum of three years of relevant work experience
- Experience working with children. A minimum of one years' work or volunteer experience in a Boys & Girls Club or similar organization working with youth is preferred.
- Knowledge of youth development

**Other Skills and Abilities:**

**Required:**

- Valid state driver's license
- 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.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.
- Strong communication skills, both oral and written.
- Ability to recruit, train, supervise, and motivate staff.
- Ability to deal effectively with members including discipline problems.
- Working knowledge of budget preparation, control, and management.
- Skills in fund-raising events.
- Demonstrated ability in working with young people, parents, and community leaders.

**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
- Ability to organize and supervise members in a safe environment.
- Strong communication skills both written and oral.
- Decision making skills; good judgment, systemic thinking, and problem solving.
- Planning skills; monitoring, organizing, and implementing quality programs and activities.
- Computer knowledge preferred.
- Must maintain compliance with the Tribe's drug testing and background check policy, which includes a pre-hire drug screening.
- Must be able to travel when required.

**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](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)