

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Summer Youth Supervisor (2 positions available)

Department: Human Resources

Hourly Rate: \$20.00

Full Time: Limited Term – 40 hours/week up to 16 weeks

Exempt: No/Hourly

Supervisor: Human Resources Manager

Posting Date: Public

Opens: April 23, 2024

Closes: May 6, 2024, at 4:30 pm



Summary: We are seeking a dynamic and motivated individual to join our team as a Summer Youth Supervisor. In this role, you will be responsible for overseeing and coordinating various activities and programs aimed at engaging and enriching the experiences of youth participants during the summer months. The ideal candidate will have a passion for working with young people, excellent leadership skills, and the ability to create a positive and inclusive environment.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. **Supervision and Leadership:** Provide leadership and supervision to youth participants during scheduled activities and programs.
2. **Program Coordination:** Coordinate and facilitate a variety of activities, including but not limited to sports, arts and crafts, educational workshops, and field trips.
3. **Safety and Risk Management:** Ensure the safety and well-being of all participants by implementing appropriate safety guidelines and procedures.
4. **Participant Engagement:** Encourage active participation and engagement from all participants, fostering a supportive and inclusive environment.
5. **Communication:** Maintain open and effective communication with participants, parents/guardians, staff, and stakeholders.
6. **Problem-solving:** Address any conflicts or issues that arise among participants in a fair and constructive manner.
7. **Documentation:** Maintain accurate records of attendance, incidents, and program evaluations.
8. **Collaboration:** Work collaboratively with other staff members to plan and implement programs that meet the needs and interests of the participants.

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 essential functions.

Education and/or Experience:

Required:

High School diploma or its equivalent.

Experience with youth programming and/or participation in summer youth

Must be 19 years of age or older

Other Skills and Abilities:

Required:

- This is a required driver position. Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.

- Strong communication and interpersonal skills.
- Ability to handle multiple tasks and prioritize responsibilities.

Preferred:

- Knowledge of basic first aid and CPR

Background Check:

- This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.
- This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Reasoning Ability:

Experience working with teens and young adults.

Must be able to provide leadership and lead youth by example.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasionally lifting to 50 pounds and/or carrying for 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 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