

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Youth Program Development Coordinator
Department: Boys and Girls Club of Lake Superior Chippewa
Hourly Rate: \$15.00
Full Time: 40 Hours/Week
Exempt: No/Hourly
Supervisor: Boys & Girls Club Director & Boys & Girls Club Unit Manager

Posting Date: In-House

Opens: March 11, 2024

Closes: March 15, 2024, at 4:30 pm

Posting Date: Public

Opens: March 29, 2024

Closes: April 12, 2024, at 4:30 pm

Posting Date: **Public**

Opens: **April 17, 2024**

Closes: **Open Until Filled**



Summary: A Youth Program Development Coordinator (YPDC) supports Club Leadership in providing an Outcome Driven Club Experience in a variety of programming areas. The majority of responsibilities are working directly with youth, ensuring their safety, well-being, and development through interactive play and other activities as directed, along with providing program development, daily organization, leadership, and cultural skills to the Bad River Club Youth. Responsibilities include the supervision, monitoring, and evaluation of a variety of youth programming activities for youth (ages 7-18) living within the Bad River Community, including the Birch Hill Housing community, and surrounding community youth. The goal is to support the development of well-rounded, healthy, balanced youth and educate for the prevention of youth. YPDC will work within a team setting to accomplish the goals of the Boys & Girls Club and will include food preparation, transportation of participants, coordination with all youth programs, working with volunteers, and promoting a safe, clean child and family-friendly environment. We believe that Culture is Prevention.

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

- Provide engaged presence to prepare youth for success while creating a safe and healthy Club environment that facilitates positive youth development
- Ensure facilities, equipment & supplies are maintained
- Provide a clean and nurturing environment from which to offer assigned programming activities.
- Assist with planning, developing, implementing, and evaluating programs
- Build partnerships with parents and families
- Develop programs and activities that support the three impact pillars: healthy lifestyles, good character and citizenship, and academic success
- Transport participants in conjunction with activities-both in and around the community, and to off-site events. Chaperone trips as needed
- Collect and track Club member attendance, coursework, and behavior data
- Provide educational and tutorial materials, must be able to open and close the facility and keep the area clean.
- Assist in the facilitation of club-specific and BGCA core programs
- Ensure member confidentiality during and after employment: which includes, but is not limited to membership data, school data, and other information obtained
- Assist in facilitation and delivery of High Yield Learning Activities (HYLAs)
- Model mature work behaviors to ensure a productive work environment

- Affirm positive behavior in members, and deliver coaching conversations and redirection when needed
- Assist in the facilitation of club-specific and BGCA core programs

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:

Required:

- Minimum of high school diploma or GED certification...one year of college coursework preferred.
- Experience working with children. A minimum of one year's work or volunteer experience in a Boys & Girls Club or similar organization working with youth is preferred.

Other Skills and Abilities:

Required:

- Valid state driver's license

Preferred:

- CPR and First Aid Certifications; applicant may be required to obtain Mental Health First Aid Certification

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 meet eligibility for Tribal insurance.

Language Skills:

- Knowledge of Ojibwemowiiin

Reasoning Ability:

- Must be able to work with minimum supervision
- The YPDC is self-motivated, mature, energetic, and able to maintain clear and healthy boundaries with club members, parents, and staff; able to communicate and interact with youth in a way that is age-appropriate, motivational, and positive in nature. The YPDC must be flexible, can adapt to a work environment that changes often, must remain calm and solve problems in stressful situations. The YPDC must anticipate and implement all elements of activities in an organized fashion.
- 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 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 occasional lifting up to 25lbs 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