

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Boys & Girl Club Youth Development Professional

Department: Boys and Girls Club of Lake Superior Chippewa

Hourly Rate: \$16-\$18 (DOQ)

Full Time: 40Hrs/Week

Exempt: No/Hourly

Posting Date: In House

Opens: November 25th, 2025

Closes: December 17th, 2025 @4:30pm



Summary: The Youth Development Professional works under the guidance and supervision of the Unit Manager and Program Operations Coordinator. YDPs ensures children's safety, supports and responds to members' behavior, and acts as a role model and mentor. Model constructive participation in all daily activities in the core areas of healthy lifestyles, good character and leadership, and academic success. The YDP is the single most consistent presence in the experience of each Club member, and so has the greatest potential impact on each Club Member. This responsibility requires careful attention to the physical and emotional safety of each and every individual member and to the overall development and formation of the group as a whole.

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
- Assist in facilitation of club specific and BGCA core programs
- Ensure member confidentiality during and after employment: which includes, but not limited to membership data, and 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 facilitation of club specific and BGCA core programs
- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the 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 years' 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
- Excellent organization skills
- Ability to work both independently and collaboratively in varying environments
- Ability to multi-task in a fast paced environment
- Ability to organize time well
- Ability to use email, Google Docs and other necessary programs
- Planning skills; monitoring, organizing, and implementing quality programs and activities.

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 Ojibwemowin

Reasoning Ability:

- Must be able to work with minimum supervision
- The YDP 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 which 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.
- Strong communication skills both written and oral.
- Decision making skills; good judgment, systemic thinking, and problem solving.
- 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 the 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 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