

# 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:** Graduation Specialist  
**Department:** Boys and Girls Club of Bad River Band of Lake Superior Chippewa  
**Pay Rate:** Depends on Qualifications  
**Full Time:** 40Hrs/Week (Flex Schedule, but hours will vary day to day;  
Some evenings and weekends)  
**Exempt:** Salary; Exempt  
**Supervisor:** Boys & Girls Club Unit Manager & Club Director  
**Posting Date:** Public  
**Opens:** March 19<sup>th</sup>, 2026  
**Closes:** April 9<sup>th</sup>, 2026 @ 4:30pm



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## Summary:

The graduation specialist is responsible for organizing and implementing the Be Great Graduate Program based on the established curriculum, outcomes, and measurements. The primary focus of the graduation specialist is to ensure the success of 13+ students as they strive for high school graduation. The graduation specialist is responsible for developing successful relationships with a case load of 13 plus middle and high school students at risk of not graduating. The graduation specialist will assist the students with any aspect of their life that might impede their progress towards graduation. Interventions may be academic in nature, but may also be related to the student's life outside the classroom. The graduation specialist is responsible for developing and providing an academically enriching environment where students fulfill their potential for intellectual, emotional, psychological, academic growth, and personal wellness with a specific plan for success. Hours will vary and flexibility with schedule is a must. This position will work out of the middle/high school and work closely with the Ashland School District, in addition to having hours at the Club. The position will consist primarily of day hours of (9:00 am-5:30pm). However, the needs of children are ever-changing and evening hours will be common. The ability to flex your schedule on short notice will be necessary. Organizing community events and family involvement activities will also be a significant part of this role. A successful candidate will have an outgoing personality, be able to connect with teens, have excellent communication skills, and approach all challenges with a growth mindset. It is the responsibility of all staff to help cultivate and maintain positive donor relationships.

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

### Primary Job Responsibilities:

- Build and maintain a case load of 13-18 6<sup>th</sup> – 12<sup>th</sup> grade students.
- Oversight of case management activities and documentation of interactions and supports through the Check and Connect process.
- Have a minimum of one hour (weekly) contact with all assigned students.
- Have regular communication with school and club staff to provide status updates of the participants and overall program implementation.
- Connect parents and participants with appropriate school, club and community resources.
- Engage school staff and integrate into school culture by building relationships and participating in professional development opportunities as appropriate.
- Motivate at risk students to focus on a graduation plan.
- Implement program activities that support at risk students in moving towards high school graduation, in collaboration with school staff.
- Communicate effectively with students, parents, volunteers, peers, and the community.
- Provide guidance, role modeling and career counseling to students.
- Model professional and ethical standards.
- Maintain detailed record of data and report on data as needed.

- Adhere to all mandates of the Be Great Graduate program as determined by the State of WI and the Boys & Girls Clubs of Wisconsin.
- Facilitate wrap-around care services for youth, as needed and as appropriate.

**Secondary Job responsibilities:**

- Collaborate with program team to enhance events held at the Club and in the community.
- Develop and maintain a collaborative effort with the Bad River Education Department.
- Organize and host activities and events such as: study skills workshops, college and career tours, financial aid presentations, college readiness sessions, etc.
- Collaborate with community colleges, businesses, and tech schools to facilitate the creation of new programs that will increase the preparedness of teens for their futures.
- Develop and maintain relationships with businesses who wish to become hiring partners or instructional partners.
- Continuously seek new opportunities that may contribute to college and career readiness programs for teens.
- Establish relationships with parents, community leaders, and organizations that will serve to improve the education and learning of young people.
- Ensure that student growth and achievement is continuous and appropriate based on the measurable outcomes of the program.
- Meet professional obligations, paperwork, and deadlines through efficient, organized work habits.
- During the summer months, case management will continue and in addition the graduation specialist will plan and execute college and job tours for teens. The graduation specialist will also support teen programming in the Club as appropriate.
- Serve as a Mandated Child Abuse Reporter.
- 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.
- Demonstrated ability to work with program team, at risk youth, parents and community leaders.
- Two-year commitment to the position.
- Ability to work with youth and families from a variety of backgrounds.
- Ability to work independently and as part of a team.
- Strong management and organizational skills.
- Strong communication and interpersonal skills.
- Experience in establishing and leading programs, activities and services for at risk youth.
- Must have a valid driver's license and good driving history.
- Proven ability to motivate at risk youth and manage behavior problems.
- Proven ability to attract, train, supervise, and motivate volunteers and mentors.
- Proven ability to plan, market and implement quality programs using a youth development strategy.
- Commitment to role model and promote a lifestyle of health and wellness.
- Mandatory CPR and First Aid Certification (will train).

**Other Skills and Abilities:**

**Required:**

- Valid state driver's license

**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 or willingness to learn

**Physical and Mental Requirements:**

Demonstrated ability to: maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day-to-day services. may require being active for long periods of time; must be able to function under fast paced and noisy conditions; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physically agility to push, pull, lift and or carry up to 50 pounds.

- High energy level, comfortable performing multi-faceted projects.
- Good vision and hearing necessary to complete tasks.
- Must have a valid driver's license and record of safe driving.
- Must be able to stand or sit for extended periods.
- Must be able to climb stairs.
- Must be able to lift a minimum of 50 lbs.
- Must be able to function in a fast paced and noisy environment.
- Must be able to think clearly and concisely.

**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.**

**Disclaimer:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

**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)