

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Pathways Forward: Minwaadiziwin Program Coordinator

Department: Boys & Girls Club

Hourly Rate: (DOQ)

Full Time: 40Hrs/Week

Exempt: No/Hourly

Supervisors: Boys & Girls Club Director & Club Unit Manager

Posting Date: Public

Opens: 06/17/2026

Closes: 07/01/ 2026 @ 4:30pm



**BOYS & GIRLS CLUB
OF BAD RIVER BAND OF
LAKE SUPERIOR CHIPPEWA**

Summary: Boys & Girls Club PFMP Coordinator will provide community outreach and will be responsible for building relationships with systems and behavioral health / other providers, coordination between partnering agencies and the grantor, as well as serving as the administrator of the grant. PFMP Coordinator will maintain the day-to-day operation of the Boys & Girls Club program. The PFMP Coordinator will be the key liaison between all stakeholders. The PFMP Coordinator will work closely with the grantor's representatives to ensure outcomes are met. The goal is to form community partnerships to divert youth from justice referrals.

Essential Duties and Responsibilities include the following.

Performance is acceptable when PFMP Coordinator is accomplishing the following to the satisfaction of the Unit Manager and the Director of the Boys & Girls Club.

• **1. Site Leadership and Management**

- Assist in the planning, management, and implementation of program activities, development of monthly program schedules and calendars.
- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal.
- Identify and support training and development opportunities for assigned volunteers and staff and obtain and document.
- Ensures productive and effective performance by all program staff and volunteers.
- Demonstrate leadership to assure conduct, safety and development of youth.
- Assist Family and Student Success Specialist (FSSS)
- Meets weekly with Program Directors/Coordinators to set and monitor weekly, monthly & quarterly priorities/goal.
- Develops, manages, and distributes project information to assure effective awareness, response, and recognition.
- Convene, facilitate, and document collaboration meetings, and follow up on issues raised.
- Help ensure collaboration members are following the work process, completing tasks, and working with the timeline.

2. Program Development and Implementation of Student Success Program

- Plan and oversee the administration of designated Club programs, field trips and activities that support Youth Development Outcomes and Youth Diversion Program Outcomes.
- Implement FASD and other screening tools upon client enrollment.
- Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through fliers and social media, when appropriate.
- Ensures that youth are encouraged to participate in a variety of program areas/ activities and receive instruction and constructive feedback to develop skills in program areas
- Ensures that all programs and activities occur daily as scheduled

- An appropriate number of youth participate in each program
- Able to facilitate “On the Spot Fun” activities when needed
- All programs are safe & meaningful
- Assist in facilitation of club specific and BGCA core programs
- Provide guidance and role modeling to program staff and youth
- Supervise youth in a program area by positioning yourself in program area to continually monitor and supervise the safety and behavior of youth
- Discipline policies/procedures are enforced during each program
- Plan, direct, coordinate, and lead activities of the project to ensure that goals, objectives, and all elements are accomplished within the prescribed time frame and funding parameters.
- Coordinate with partners to create key outputs related to the grant.

3. Student Success Program Evaluation

- Ensures the evaluation of Club programs on a continual basis and ensures programs/ activities respond to youth needs and address their gender and cultural diversity
- Participation numbers are tracked for each activity
- Assist in collecting outcome data
- Assist in grant reporting when necessary
- Maintain project within budget limits and review monthly financial statements.
- Convene, facilitate, and document collaboration meetings, and follow up on issues raised.
- Keep the project on track, including adhering to the project timeline and the implementation of activities.

4. Facility Management

- Follow and assist with the daily & weekly cleaning schedule
- Assists in maintaining a clean, neat and properly equipped program area
- Ensure that program staff understand and effectively communicate standards of program; that they ensure program areas are safe, well-ventilated and well lit
- Assures that Club equipment is maintained and in good working condition so it is safe and inviting for all youth
- Assists in keeping program supplies organized and maintained to limit wasted resources
- Responsible for daily set-up and clean-up of all materials used during the program

5. Professionalism

- Arrive on time according to the staff schedule and prepared to work
- Appear dressed in a professional manner
- Always carry themselves in and out of the Club as a role model while also providing guidance to youth
- Support fellow staff in meeting program goals, objectives, and outcomes
- Cultivates positive relationship with youth, their parents and/or guardians, school personnel, supervisor, staff and volunteers by communicating effectively.
- Report any employee misconduct to the Unit Manager &/or Director immediately
- Build and maintain relationships with collaboration members.
- Serves as the primary contact on the grant and communicates with partner agencies, external groups, stakeholders, etc. regarding the grant project/client goals and progress.
- Attend regular meetings with the Club Director, Education Director, and others.

6. Other Duties as Assigned by Unit Manager or Club Director

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 and 7 Grandfather Teachings 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:

- Bachelor's degree required; social work or criminal justice preferred.
- Two (2) years of experience in juvenile justice, diversion programs, or working with at-risk youth preferred.

Other Skills and Abilities:

Required:

- This is a required driver position, must possess a valid driver license, and meet eligibility for tribal insurance.
- Must be able to plan, organize and prioritize program objectives.
- Have excellent written and oral communication skills.
- Have excellent time management and organizational skills.
- Ability to work effectively with diverse coalitions and community groups.
- Proven leadership ability and experience handling significant responsibility. Strong self-direction and the ability to take initiative.
- Experience working with children and teens.
- Ability to motivate youth and manage behavior problems
- Ability to deal with the general public
- Ability to implement quality programs for youth
- Ability to organize and supervise youth in a safe environment
- Ability to work independently as well as in group
- Ability to multi-task and meet deadlines.
- Outstanding written and verbal skills, and experience presenting to varied and large groups.

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 position requires a driver check, to meet eligibility for tribal insurance.

Physical Demands/Work Environment:

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 physically able to perform all job duties. Position may require sitting or standing for extended periods, some walking, bending, stooping, and lifting up to 50lbs. on occasion. Subject to inside and outside environmental conditions, must be physically able to travel as necessary.

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 is moderate.

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