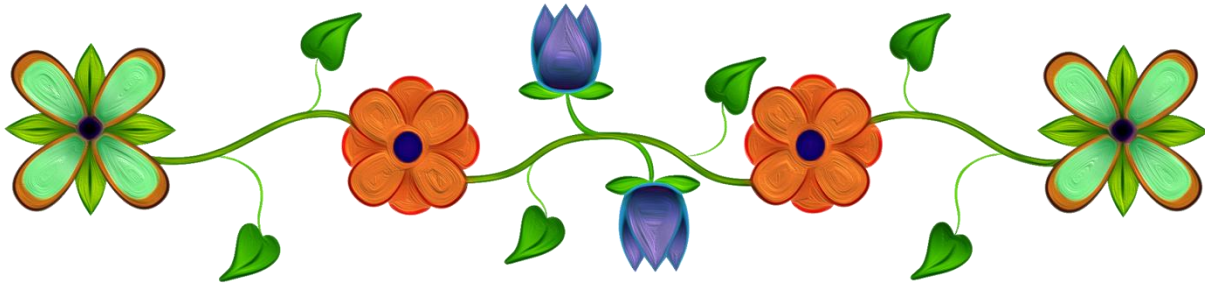


BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS



Bad River Health & Wellness Center

Open Monday-Friday 8am-4pm (Hours Vary by Dept.)

(715) 682-7133

53585 Nokomis Road

Ashland, WI 54806

Job Title: Program Coordinator

Department: Wellness Center

Hourly Rate: \$25/hour

Full Time: 40 Hours/Week

Exempt: No/ Hourly

Supervisor: Wellness Director

Posting Date: Public

Opens: 06/05/2026

Closes: 06/19/2026 @ 4:30pm

Job Summary: The Program Coordinator will be working directly with the personal trainers, Aquatics and YSAPS team to help develop and implement the various classes and activities hosted by the Wellness Center. The Program Coordinator will assist in the development, planning and scheduling of league and team activities (Swim team, wrestling, rec-league sports, etc.) This position will also take part in all planning meetings and committees related to the Wellness center events. The Program Coordinator will routinely audit activities and classes, provide reports and give feedback to the instructors.

Essential Duties and Responsibilities include the following.

Other duties may be assigned by the supervisor.

- Coordinate planning meetings and assist in the development, implementation, and evaluation of the Health and Wellness Programs serving Tribal community members
- Assist in the development of the Wellness Center's programming budget and help manage the fiscal operations for assigned programs and activities
- Ensure the required spaces are reserved and will take the lead in setting up any equipment needed for the class or activity (Volleyball net, pickleball, badminton, speaker systems, etc.).
- Recommend, develop and implement program policies and procedures.

- Ensure services are rendered according to legal and professional standards and in compliance with local, state, federal and tribal law.
- Manage annual program reviews; completes community assessments; participates in and leads quality improvement processes.
- Plan program initiatives and operations; monitor program activities; conduct quality assurance audits; evaluate program outcomes and effectiveness.
- Research community health care needs and available resources to help plan and implement new programs and program changes.
- Assist in advertising events by making flyers and promotional material and sharing them within the community and schools.
- Take part in all planning meetings and committees related to the Wellness center events.
- Maintain the event calendar on RecDesk as well as keep our Facebook page up to date with news and events
- Possess strong organization and documentation skills

Cultural Sensitivity: This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

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.

Required Education and/or Experience

- High school Diploma or GED
- Must be at least 18 years of age

Other Skills and Abilities:

Preferred:

- Minimum 1 year related or equivalent experience

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.

Language Skills:

- Strong oral and written communication skills
- Knowledge of computers and software, computer applications, and good typing skills

- Ability to work in diverse settings and communicate effectively with a broad range of related systems.
- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.
- Ability to clearly describe and enforce rules to ensure a safe environment for patrons.

Physical Demands:

- Ability to bend, stretch, twist, reach, and coordinate movement of multiple body parts
- Being able to lift and move up to 25 pounds.
- Must possess auditory, verbal, and visual capabilities to adequately communicate to staff and guests.

Work Environment: : The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Additional Requirements Successful completion of a background check. Compliance with tribal polices, codes of conduct and employee health standards including immunization requirements.

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:

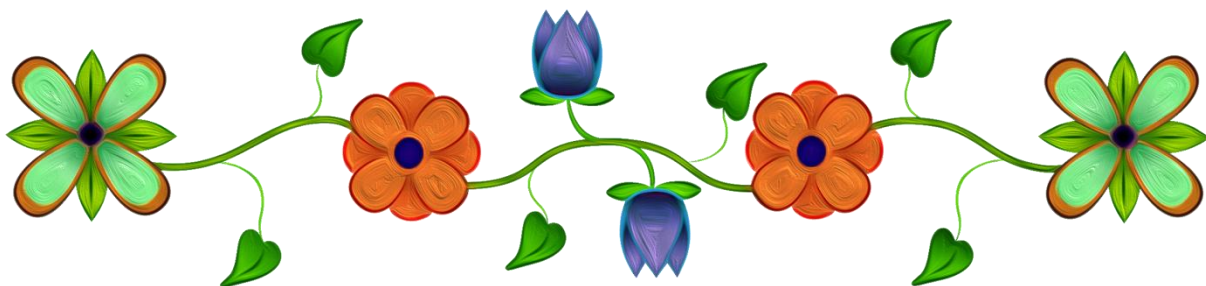
Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>



Application material may also be emailed to:

a.connors@badriverhwc.com

darcie.powless@badriverhwc.com