



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT

**JOB TITLE:** Natural Resource Tribal Youth Initiative Coordinator  
**SUPERVISOR:** Natural Resource Director  
**LOCATION:** LDF Tribal Natural Resource Department  
**POST DATE:** April 5, 2024  
**CLOSING DATE:** April 19, 2024

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**General Description:** The primary responsibility of the Natural Resource Tribal Youth Initiative Coordinator is to coordinate Natural Resource management learning opportunities for Tribal Youth.

**Qualifications:** Associates Degree required. Bachelor's degree in Natural Resource field, or two years of experience in Natural Resource/education field preferred. Must possess a valid WI driver's license and be insurable.

**Salary:** \$16.00-\$19.00/hr. Dependent on qualifications

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians**  
**Nonexempt Position Description**

**A. TITLE OF POSITION:** Natural Resource Tribal Youth Initiative Coordinator

**B. DEPARTMENT:** Lac du Flambeau Tribal Natural Resource Department

**C. SUPERVISOR'S TITLE:** Natural Resource Director

**D. DESCRIPTION OF DUTIES:** The primary responsibility of the Tribal Youth Initiative Coordinator is to coordinate Natural Resource Management learning opportunities for Tribal Youth. Specific responsibilities include but are not limited to:

1. Supervise summer youth crew.
2. Coordinate monitoring, stewardship projects and field-based activities for youth and at schools with guidance from Lac du Flambeau Tribal Natural Resource staff.
3. Collaborate with youth program leaders to provide coordinated youth programs and opportunities.
4. Administration and operation of grants, contracts, and sub-agreements including but not limited to: writing proposals for grants/contracts/sub-agreements, managing the budget, writing reports, etc.
5. Develop and strengthen capacity-building community partnerships with formal and informal educators and tribal members that generate enthusiasm among youth and young adults for environmental science learning and stewardship.
6. Collaboratively design and implement youth and teacher camps.
7. Provide follow up to youth through seasonal educational events and guidance on their learning projects or field projects.
8. Coordinate monitoring, stewardship projects and field-based activities for youth and at schools with guidance from Lac du Flambeau Tribal Natural Resource staff.
9. Organize and lead and/or assist putting together family and community events in Lac du Flambeau involving youth, families, tribal scientists, youth leaders, etc., that coincide with cultural and seasonal events.
10. Assist other Natural Resource staff in their activities.
11. Other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Natural Resource Department has frequent contact with other program staff in Natural Resource Departments including Historic Preservation, Roads, Water & Sewer, Land Management, Fish and Wildlife, and Environmental. Natural Resource Department also had frequent contact with Planning, Accounting, GIS, and the Campground.
2. **External:** The Natural Resource Department has frequent contact with Bureau of Indian Affairs (BIA), Environmental Protection Agency (EPA), Natural Resource Conservation Service (NRCS), US Geologic Service (USGS), US Army Corps of Engineers (US ACE), WI Department of Natural Resource (WI DNR), and Fish and

Wildlife Service (USFWS) pertaining to grant administration and regulations. The Natural Resource Department also has frequent contact with Tribal Members, general public, LDF Town, Vilas/Iron/Oneida County, WI DNT, GLIFWC, UW Extension, UW System Universities/Colleges and environmental non-profits.

**F. SUPERVISORY RESPONSIBILITIES:** Directly supervises Summer Youth Crew. May supervise other limited term employees as directed by Supervisor.

**G. SUPERVISION RECEIVED:** The Tribal Youth Initiative Coordinator will report directly to the Director of Natural Resources. All tribal employees are under the general supervision of the Tribal Council and Tribal Administration and must follow all tribal policies and procedures.

**H. EDUCATION and EXPERIENCE:**

Associate's Degree required. Bachelor's Degree in Natural Resource field, or two years of experience in Natural Resource/education field preferred.

**I. SKILLS REQUIRED:**

1. Ability to work independently and in a team environment with a diverse group of educators, staff, students, and community members. In a collegial relationship with co-workers.
2. Demonstrated organizational skills and interpersonal communication skills.
3. Must possess a valid Wisconsin Driver's license and meet eligibility for tribal insurance.
4. Must be able to travel
5. Ability to write quarterly reports (programmatic) to share with core team (project leads, supervisor, staff) and advisors including taking photos, scheduling meetings, summarizing activities with outcomes, and reporting expenses.
6. Be available for staff meetings at the Tribal Office, Natural Resource Department, and with other partners and advisors.

**I. WORKING ENVIRONMENT:**

1. **Work Conditions:** . The working environment will be a combination of inside and outside work. May include working in weather conditions associated with the seasons. Must be able to endure all conditions associated with outdoor activities, snow, sun, insects, wind and etc. and plan accordingly. The working environment described here is representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. **Exposure to Hazards:** Subject to inside and outside conditions. Noise level is moderate to loud.
3. **Physical Requirements:** The duties of this position involve hiking, bending, stooping, lifting, sitting and standing for extended periods of time. Occasional lifting up to 25 lbs. The physical demands described here are representative 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.

**J. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Natural Resource Tribal Youth Initiative Coordinator to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**K. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**L. SIGNATURES:**

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**Employee** **Date**

\_\_\_\_\_  
**Manager** **Date**

Previously signed  
\_\_\_\_\_  
**Tribal Administrator** **Date**

Previously signed  
\_\_\_\_\_  
**Human Resource Director** **Date**