



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Sports Coordinator**
SUPERVISOR: Youth Center Director
LOCATION: Youth Center
POST DATE: January 24, 2023
CLOSING DATE: February 7, 2023

General Description: The primary responsibility of this position is to work as part of a team of individuals in providing direct services to children and youth. Oversee and assist in coordinating cultural, seasonal, recreational sports, and leisure time activities as well as assist in coordinating and developing joint programs with area schools, private organizations, and public agencies.

Qualifications: High School Diploma or equivalent is required. Bachelor's degree in Child Development, Human Services or Physical Education is preferred. Working experience in area of Child Development, Human Services, or Physical Education required. Two years working directly with children required. One-year experience working in a sports related field or equivalent required. Must possess and maintain a valid Wisconsin Driver's license and be insurable. (This position is considered safety sensitive and requires a drug screen test for all substances including Marijuana)

Salary: \$20.00-\$22.00/hr. depending 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 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

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: Sports Coordinator

B. DEPARTMENT: Youth Center

C. SUPERVISOR'S TITLE: Youth Center Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to work as part of a team of individuals in providing direct services to children and youth. The Sports Coordinator will assist in coordinating cultural, seasonal, recreational sports, and leisure time activities as well as assist in coordinating and developing joint programs with area schools, private organizations, and public agencies. Specific responsibilities include but are not limited to the following:

1. Responsible for developing and implementing sports activities for children Pre-K-18 such as volleyball, basketball, football, lacrosse, baseball, boxing, and other sports as necessary.
2. Effectively demonstrate knowledge of leagues, tournaments, scheduling, rules, and regulations for a variety of sports.
3. Maintain cleanliness and efficiency of program area, including inventory of supplies.
4. Ensure program participation through effective participant recruitment and retention strategies.
5. Supervise children/youth during activities in and outside of the Abinoojiiyag Center.
6. Coordinate and maintain relationships with other Tribal Youth Centers/Programs and local agencies serving youth.
7. Assist in coordinating cultural, recreational, sports, and leisure time activities with youth.
8. Maintain confidentiality when working with children and staff.
9. Must be able to work a flexible schedule, which includes evenings and weekends.
10. Must be able to attend mandatory trainings and other required meetings as directed by administration.
11. Provide a positive experience for children/youth within the Abinoojiiyag Center and during sponsored field trips.
12. Ability to transport youth to and from activities in the Abinoojiiyag Center vehicles.
13. Assist with Abinoojiiyag Center building and vehicle maintenance.
14. Perform other duties as assigned by supervisor.

E. POSITION RELATIONSHIPS:

1. **Internal:** The Sports Coordinator has frequent contact with staff, youth, and parents.
2. **External:** The Sports Coordinator has frequent contact with youth, parents, and other agency workers involved in the program.

- F. SUPERVISORY RESPONSIBILITIES:** Directly supervises volunteers and coaches during activities.
- G. SUPERVISION RECEIVED:** Sports Coordinator will perform position responsibilities with minimal supervision from Youth Center Director.
- H. EDUCATION:** High School Diploma or equivalent is required. Bachelor's degree in Child Development, Human Services, Sports Management or Physical Education is preferred.
- I. EXPERIENCE:** Work experience in area of Child Development, Human Services, or Physical Education required. Two years of experience working directly with children required. One-year experience working in a sports related field or equivalent required.
- J. SKILLS:**
1. Must be able to demonstrate organizational skills related to a variety of sports activities for children/youth.
 2. Must be a positive role model for children/youth.
 3. Must be able to communicate effectively with children/ youth, parents, and other agencies.
 4. Must be able to establish effective working relationships with other program staff.
 5. Must have an energetic and outgoing personality.
 6. Must be able to assess, interpret and respond appropriately to verbal and nonverbal communications and other staff.
 7. Must have the ability to understand cause and effect relationships between one's own behavior in relation to the behavior of others.
- K. WORKING ENVIRONMENT:**
1. **Work Conditions:** The majority of the responsibilities are performed within the confines of the Youth Center and some of the responsibilities are performed outside of the premises on scheduled field trips and other youth activities where there will be exposure to differentials in temperature.
 2. **Exposure to Hazards:** May be exposed to situations where youth's behavior may create undesirable conditions. May be required to transport youth to and from activities.
 3. **Physical Requirements:** Standing, sitting, walking, bending and some lifting is required.
- L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Sport 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.
- M. 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 have or be able to obtain CPR/First Aid Certification. Must have a Wisconsin Driver's license and liability insurance. Must be authorized and eligible to operate Lac du Flambeau Tribal Vehicles. 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.

N. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed

Tribal Administrator **Date**

Previously signed

Human Resources Director **Date**