



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

REPOST

JOB TITLE: Youth Center Worker/Facility Coordinator
SUPERVISOR: Youth Center Program Director
LOCATION: Youth Center
POST DATE: November 16, 2021
CLOSING DATE: November 30, 2021

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. The Youth Center Worker will assist in coordinating cultural, seasonal, recreation, sports, and leisure time activities as well as assist in coordinating joint programs with area schools, private organization, and public agencies. This position will also include all aspects of building maintenance, grounds, & equipment.

Qualifications: High School Diploma or equivalent is required. One year of experience directly working with children is required. Five years minimum experience working in building maintenance or other related fields. (This position is considered safety sensitive which requires a drug screen for all substances including Marijuana.)

Salary: \$22.00-\$25.00 per hour dependent upon 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: Youth Center Worker/Facility Coordinator

B. DEPARTMENT: Youth Center

C. SUPERVISOR'S TITLE: Youth Center Program 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 Youth Center Worker will assist in coordinating cultural, seasonal, recreation, sports, and leisure time activities as well as assist in coordinating joint programs with area schools, private organization, and public agencies. This position will also include all aspects of building maintenance, grounds, & equipment. Specific responsibilities include but are not limited to:

1. Provide close supervision of all activities in and outside of the Youth Center to ensure the safety, health, and well-being of all children.
2. Demonstrate and explain skills/games clearly.
3. Provide a safe environment for all participants.
4. Know emergency procedures and the location of emergency equipment.
5. Provide a positive experience for children/youth at all times.
6. Maintain attendance records on children/youth within the Center and during activities.
7. Must be able to work a flexible schedule, which includes evenings, holidays, and weekends.
8. Maintain confidentiality when working with children and staff.
9. Must attend weekly staff meetings and participate in planning of youth activities.
10. Ability to transport youth to and from activities in Youth Center vehicles.
11. Must possess demonstrated knowledge of a variety of skills including carpentry, electrical, plumbing, landscaping, use of power tools, and other equipment as needed.
12. Provide daily maintenance of the facility as needed.
13. Provide seasonal grounds maintenance including summer mowing and gardening as well as winter shoveling and salting of sidewalk and possibly the roof.
14. Coordinate with area schools and tribal center on large facility events.
15. Perform other duties as assigned by supervisor.

E. POSITION RELATIONSHIPS:

1. **Internal:** The Youth Center Worker will have frequent contact with other staff, parents, and youth.
2. **External:** The Youth Center Worker will have frequent contact with youth, parents, and other agency workers involved in the program.

F. SUPERVISORY RESPONSIBILITIES: Directly supervises volunteers during youth activities.

G. SUPERVISION RECEIVED: Youth Center Worker performs position responsibilities under the direction of the Program Director, checking with the Director when additional assignments or directions are needed.

H. EDUCATION: High School Diploma or equivalent is required.

I. EXPERIENCE: One year of experience directly working with children is required. Five years minimum experience working in building maintenance or other related fields.

J. SKILLS:

1. Must be a positive role model to children/youth.
2. Must be able to communicate effectively with children/youth and be able to gain their trust.
3. Must have the ability to assess, interpret and respond appropriately to verbal and non-verbal communications of children and other staff.
4. Must have the ability to understand cause and effect relationships and the correlation between one's own behavior relative to the behavior of others.
5. Must have an energetic and outgoing personality.
6. Must be able to establish effective working relationships with other program staff.
7. Must be competent in all aspects of building and ground maintenance.
8. Must have five or more years' experience with all aspects of carpentry, electrical, plumbing, landscaping and all tools and equipment involved.
9. Must be able to work with large entities for large events.
10. Must be safety orientated.

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 the premises such as outside the Youth Center and on scheduled field trips. There will be exposure to differentials in temperature.
2. **Exposure to Hazards:** May be exposed to situations where a youth's behavior may create undesirable conditions. May be exposed to moving parts, sharp objects, and chemicals.
3. **Physical Requirements:** Must have the ability to safely lift 50 pounds, climb ladders, stand, kneel, or otherwise be physically capable of performing assigned job duties.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Youth Center Worker/Facility 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 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
Administrator Date

Previously signed
Human Resource Director Date