



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Youth Center Worker
SUPERVISOR: Abinoojiiyag (Youth) Center
LOCATION: Abinoojiiyag Center
POST DATE: June 7, 2022
CLOSING DATE: June 21, 2022

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. Assist in coordinating cultural, seasonal, recreational, sports, and leisure time activities.

Qualifications: Currently enrolled in High School, maintaining a 3.0 GPA, experience working with youth is preferred.

Salary: \$10.00-\$11.00/hr.

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
- B. DEPARTMENT:** Abinoojiiyag (Youth) Center
- C. SUPERVISER'S TITLE:** Abinoojiiyag Center Program Director

D. DESCRIPTION OF DUTIES: The primary responsibility of the position is to work as part of a team of individuals in providing direct services to children and youth. Assist in coordinating cultural, seasonal, recreational, sports, and leisure time activities. Specific responsibilities include, but are not limited to the following:

1. Specific Responsibilities:

- Supervise children/youth during activities in and outside of the Abinoojiiyag Center.
- Assist and supervise structured activities for children/youth.
- Maintain attendance record on children/youth within the Center and during activities.
- Maintain confidentiality when working with children and staff.
- Must be able to work a flexible schedule, which includes evenings and weekends.
- Must be able to attend mandatory trainings and other required meetings as directed by administration.
- Provide a positive experience for children/youth within the Abinoojiiyag Center and during sponsored field trips.
- Assist with Abinoojiiyag Center building and vehicle maintenance
- Maintain cleanliness and efficiency of program area, including inventory of supplies.
- Perform other duties as assigned by supervisor

E. POSITION RELATIONSHIPS:

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

F. SUPERVISORY RESPONSIBILITIES:

Youth Center Worker: 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: Currently enrolled in High School, maintaining a 3.0 GPA

I. EXPERIENCE: Some experience working with youth is preferred but not required.

J. SKILLS

Must be able to demonstrate organizational skills related to a variety of activities for children/youth.

Must be a positive role model for children/youth.

Must be able to communicate effectively with children/youth, parents and other agencies.

Must be able to establish effective working relationships with other program staff.

Must have an energetic and outgoing personality.

Must be able to assess, interpret and respond appropriately to a verbal and non-verbal communications and other staff.

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:

Work Conditions: The majority of the responsibilities are performed with the confines of the Youth Center and some of the responsibilities are performed outside the premises such on scheduled field trips, and other youth activities where there will be exposure to differentials in temperature.

Exposure to Hazards: May be exposed to situations where youth's behavior may create undesirable conditions.

Physical Requirements: Standing, sitting, walking, bending and some lifting is required.

L. BEHAVIORS:

The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Youth Center Worker to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, youth, parents and other visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each fellow employee, youth, parent and visitor is a requisite of successful job performance.

M. OTHER: Must be able or be able to obtain CPR/First Aid Certification. 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 Bank of Lake Superior Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Manager **Date**

Tribal Administrator **Date**

Human Resources Director **Date**