



**JOB ANNOUNCEMENT**

**JOB TITLE: Youth Center Worker Part Time**

**SUPERVISOR:** Youth Center Program Director

**POST DATE:** May 4, 2021

**CLOSING DATE:** May 18, 2021

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**General Descriptions:** The primary responsibility of the 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.

**Qualifications:** High School Diploma or equivalent is required. Previous experience working with youth preferred.

**Salary:** \$14.00-\$16.00 per hour.

**How to Apply:** Submit your application for employment, and the notarized release of information form by the position deadline. Applications and detailed job descriptions can be found at the Lac Du Flambeau Tribe's website [www.ldftribe.com](http://www.ldftribe.com), and are also 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**

P.O. Box 67 • Lac du Flambeau, Wisconsin 54538 • (715) 588-3303 • Fax (715) 588-9131

**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. 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. Specific responsibilities include, but are not limited to the following:

1. Provide close supervision of all activities in and outside of the Abinoojiiyag 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. 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:** 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 experience working directly with children is preferred.

**J. SKILLS**

1. Must be a positive role model to children/youth.
2. Must be able to communicate effectively with children/youth and gain their trust.
3. Must have the ability to assess, interpret and respond appropriately to verbal and nonverbal communications of children and other staff.
4. Must have the ability to understand cause-and-effect relationships and the correlation between one's own behaviors 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.

**K. WORKING ENVIRONMENT:**

1. **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 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 youth's behavior may create undesirable conditions.
3. **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 gives to the dignity of each fellow employee, youth, parent and visitor is a requisite of successful job performance. Any behavior or attitude that will tarnish the name or reputation of the Lac Du Flambeau Tribe will not be tolerated and subject to disciplinary action.

**M. OTHER:**

Valid Wisconsin Driver's License and liability insurance preferred. Must have 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 Band of Lake Superior Chippewa Indians.

**N. SIGNATURE:**

\_\_\_\_\_(Previously Signed)\_\_\_\_\_  
Tribal Administrator                      Date