TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Activity Leader (Part Time, High School position)**
SUPERVISOR: Youth Center Program Director
LOCATION: Youth Center
POST DATE: **October 27, 2026**
CLOSING DATE: **November 10, 2026**

General Description: The Activity Leader is responsible for assisting with Youth Center activities and programs for children in 1st-12th grade, as well as family programs and classes. The Activity Leader supports a variety of cultural, seasonal, recreation, sports, and leisure time activities as well as special events and field trips.

Qualifications: Currently enrolled in High School, maintaining a 3.0 GPA.
Some experience working with youth is preferred but not required

Salary: $11.00-$13.00/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: Activity Leader (Part-time)

B. DEPARTMENT: Youth Center

C. SUPERVISOR'S TITLE: Youth Center Program Director

D. DESCRIPTION OF DUTIES: The Activity Leader is responsible for assisting with Youth Center activities for children in 1st-12th grade as well as family programs and classes. The Activity Leader supports a variety of cultural, seasonal, recreation, sports, and leisure time activities as well as special events and field trips. Specific responsibilities include, but are not limited to the following:

1. Actively supervise and engage with children in a busy, active setting.
2. Lead and participate in activities that support a safe, fun and inclusive environment such as arts & crafts, games, sports, special events and field trips
3. Establish and maintain positive, cooperative relationships with children, families, and coworkers
4. Know emergency procedures and the location of emergency equipment.
5. Assist with daily building operations such as opening and closing the facility and janitorial services as needed
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. Perform other duties as assigned by supervisor.

E. POSITION RELATIONSHIPS:

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

F. SUPERVISORY RESPONSIBILITIES:

G. SUPERVISION RECEIVED: The Activity Leader 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 necessary

J. SKILLS:

1. Be a positive role model to children/youth.
2. Ability to communicate effectively with children/youth and gain their trust.
3. Ability to assess, interpret, and respond appropriately to verbal and nonverbal communications of children and other staff.
4. Ability to understand cause and effect relationships and the correlation between one's own behavior relative to the behavior of others.
5. Energetic and outgoing personality.
6. Ability 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. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Activity Leader 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. Must have or be able to obtain CPR/First Aid certification. 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	Previously signed
Tribal Administrator **Date**	**Human Resources Director** **Date**