TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT-REPOST

JOB TITLE: **Youth Center Office Assistant**
SUPERVISOR: Youth Center Program Director
LOCATION: Youth Center
POST DATE: **November 4, 2026**
CLOSING DATE: **November 18, 2026**

General Description: The primary responsibility of this position is to serve as a daily resource for children and families seeking information or assistance regarding Youth Center activities and affiliated programs. This position will process paperwork associated with Youth Center activities and associated programs

Qualifications: High School Diploma or equivalent is required, with two years' experience working in an office environment. Must have and maintain a WI Drivers license and be insurable.

Salary: $18.00-$20.00/hr. Depending on experience.

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 Office Assistant

B. DEPARTMENT: Youth Center

C. SUPERVISOR'S TITLE: Youth Center Program Director

D. DESCRIPTION OF DUTIES: The Youth Center Office Assistant will serve as a daily resource for children and families seeking information or assistance regarding Youth Center activities and affiliated programs. This position will process paperwork associated with Youth Center activities and associated programs. Specific responsibilities include, but are not limited to the following:

1. Provide office and telephone coverage throughout the day
2. Assist parents, guardians and children with questions about Youth Center programs, services, registration, policies and procedures
3. Process registration for Youth Center activities by phone, email, in person or with recreation software systems
4. Receive and review paperwork for Youth Funds financial assistance program
5. Process and assist with purchase orders for Youth Funds financial assistance program
6. Working knowledge of Microsoft Word, Excel and Outlook
7. Ability to manage the Youth Center social media presence
8. Assist with grant writing and reporting
9. Provide assistance when needed at meetings, events and other related activities
10. Know emergency procedures and the location of emergency equipment.
11. Provide a positive experience for children/youth at all times**.**
12. Must be able to work a flexible schedule, which may include evenings, holidays and weekends.
13. Maintain confidentiality when working with children and staff.
14. Performs other duties as assigned by supervisor.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with other staff, youth, and parents.
2. **External:** Frequent contact with youth, parents, and other agency workers involved in the program.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Program Director

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

I. EXPERIENCE: Two years' experience working in an office environment.

J. SKILLS:

1. Be a positive role model to Youth Center participants.
2. Clear, professional, and constructive communication in person, by phone, and in writing
3. Strong organization, attention to detail and accuracy while managing multiple tasks
4. Sound judgement, professional discretion, and ability to maintain professional boundaries
5. Ability to assess, interpret and respond appropriately to verbal and nonverbal communications of children and other staff.
6. Ability to understand cause-and-effect relationships and the correlation between one's own behavior relative to the behavior of others.
7. Must be able to establish effective working relationships with other program staff.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Office environment
2. **Exposure to Hazards:** May be exposed to situations where youth's behavior may create undesirable conditions
3. **Physical Requirements:** Must have the ability to safely lift 10 pounds, stand, kneel, or otherwise be physically capable of performing assigned duties.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Youth Center Office Assistant 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		Previously signed	
Tribal Administrator	**Date**	**Human Resource Director**	**Date**