



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Youth Workers (1-full-time, 1-part-time)
SUPERVISOR: Program Director
LOCATION: Abinoojiiyag Center
POST DATE: March 1, 2019
CLOSING DATE: March 15, 2019

General Description: The primary responsibility of this position is to work as part of a team in supervising and coordinating cultural, seasonal, recreational, sports, and leisure time activities to children and youth. Previous experience in the supervision of youth is preferred.

Qualifications: High School diploma or equivalent is required. Previous experience in the supervision of youth is preferred. Valid Wisconsin's driver license and liability insurance.

Salary: \$14.00-\$16.00 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 requested via phone or email and 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 Worker

B. DEPARTMENT: Abinoojiiyag Center

C. SUPERVISOR'S TITLE: Program Director

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to work as part of a team to provide services to children and youth. Specific position responsibilities include, but are not limited to the following:

1. Supervise children/youth in their activities in and outside of the Abinoojiiyag Center.
2. Assist in coordinating cultural, seasonal, recreational, sports, and leisure time activities; assist in coordination and developing joint programs with area schools, private organizations and public agencies.
3. Provide a positive experience for children/youth within the Center and during Youth Center field trips.
4. Maintain attendance record on children/youth within the Center and during Youth Center activities.
5. Assist with tidying and maintaining cleanliness of the youth center.
6. Keep inventory and report use of supplies for reordering.
7. Maintain confidentiality when working with children and staff.
8. Must be able to work a flexible schedule, which includes evenings and weekends.
9. Answer phone calls and relay messages and monitor the entrance admitting children to the youth center.
10. Ability to transport youth to and from activities in the Abinoojiiyag center vehicles.
11. Assist with Abinoojiiyag center building and vehicle maintenance.
12. Perform other related duties as required by the Supervisor.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with children/youth, staff and local service and drug prevention/education programs for children and youth.
2. **External:** Occasional contact with area schools, personnel from other youth programs, parents of children/youth and other agencies.

F. SUPERVISORY RESPONSIBILITIES: Is responsible for supervising children/youth

G. SUPERVISION RECEIVED: Performs job responsibilities receiving direction and supervision from the program director.

H. EDUCATION: High School diploma or equivalent is required

I. EXPERIENCE: Previous experience in the supervision of youth is preferred.

J. SKILLS:

- 1) Must be a positive role model for children/youth
- 2) Must be able to communicate effectively with children/youth, parents and other agencies.
- 3) Must be able to establish effective working relationships with other program staff.
- 4) Must have an energetic personality.
- 5) Must be able to assess interpret, and respond appropriately to verbal and nonverbal communications and other staff.
- 6) Must have the ability to understand the cause and effect relationships between one's own behaviors in relation to behavior of others.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal office conditions, frequent travel in tribal vehicles, and exposure to differentials in temperature during outside activities. Must be able to work flexible hours, including evenings and weekends.
2. **Exposure to Hazards:** May be exposed to situations where children's behavior may create undesirable conditions. May be exposed to extreme outdoor temperatures.
3. **Physical Requirements:** Majority of position responsibilities including sitting, standing, lifting and operating office equipment.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Youth Workers 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: Must submit to a drug test prior to commencing employment and random testing thereafter. Must attend all mandatory meetings and participate in training and development activities, be able and willing to work flexible hours, which include evenings and weekends. Practice a healthy lifestyle as a role model for children/youth and their families, and possess a valid Wisconsin Driver's License and liability insurance. Must be able to obtain CPR/first Aid certification. 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:

Employee

Date

Manager

Date