



# White Earth Reservation Tribal Council

P.O. Box 418  
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**CHAIRMAN**  
Terrance Tibbetts

**SECRETARY-TREASURER**  
Tara Mason

**DISTRICT I**  
Steven "Punky" Clark

**DISTRICT II**  
Kathy Goodwin

**DISTRICT III**  
Eugene "Umsy" Tibbetts

## White Earth Reservation Tribal Council Job Announcement

**Position:** Character, Leadership & Service Coordinator

**Location:** Mahnomen Club

**Pay:** \$15.57/hr.

**Benefits:** Full

**Open:** 08-07-17

**Close:** 08-18-17

**Status:** Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for planning, implementing, supervising and evaluating all Character, Leadership & Service programs throughout the Boys & Girls Club.

- Responsible for the supervision and to carry out youth activities that promote character development, leadership skills and civic responsibility.
- Contribute to the planning and implementation of the Boys & Girls Club program goals and objectives.
- Responsible for maintain and managing daily operations of Boys & Girls Club facilities.
- Crates and completes reports to comply with required agencies (internal and external).
- Performs other duties and responsibilities as required or assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Education department and the Boys & Girls Club Organization.
- Skill in personal computer and related software such as Microsoft Office (Word, Excel, Outlook), and internet.
- Ability to effectively communicate, orally and in writing with co-workers, staff and administration.
- Ability to motivate, organize and supervise youth in a safe environment.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.

### **Qualifications:**

- **High School Diploma or GED and a minimum of one (1) year experience in working with youth or youth programs.**
- **CPR Certification or ability to obtain within six (6) months from date of hire.**
- **First Aid certification or ability to obtain within six (6) months from date of hire.**
- **Life Guard certification or ability to obtain within six (6) months from date of hire.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a drug screening at hire and throughout the year.**

#### **Mail Applications to:**

White Earth Tribal Council  
Attention: Personnel  
P.O. Box 418  
White Earth, MN 56591

**Download Applications at:** [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native Preference.*

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.*