



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

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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 & Services Coordinator

Location: Ogema

Pay: \$15.57/hr.

Benefits: Full

Open: 08-07-2017

Close: 08-18-2017

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 a Boys & Girls Club Unit.

- Under direct supervision, carry out youth activities that promote character development, leadership skill and civic responsibility.
- Contribute to the planning and implementation of the Boys & Girls Club program goals and objectives.
- Responsible for maintaining and managing daily operations of Boys & Girls Club program goals and objectives.
- Creates 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 Boys & Girls Clubs.
- 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 youth and manage behavioral problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise youth in a safe environment.
- Ability to communicate effectively, both oral and written.
- Ability to maintain accurate records, complete reports and keep current files of on-going activities.

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 Aide 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

EEO with Native Preference.

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