



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy

DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

White Earth Reservation Business Committee Job Announcement

Position: Character, Leadership & Service Coordinator

Location: Callaway

Pay: \$15.57/hr.

Open: 09-10-18

Close: 09-21-18

Status: Part Time

Benefits: 401K

The White Earth Reservation Business Committee 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.

Position outcomes:

- 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 maintaining 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, First Aid and Life Guard certification or ability to obtain upon 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.**
- **Successfully pass criminal background check with no felony convictions within (7) seven years.**

Send Application to:

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
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.

Download applications at:

www.whiteearth.com