



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque

DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

White Earth Reservation Business Committee Job Announcement

Position: Boys & Girls Unit Lead

Location: Mahnomen

Pay: \$20.42/hr.

Open: 12-09-24

Closed: Until filled

Status: Full Time

Benefits: Full

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for managing daily operations of the Boys & Girls Club with primary concern for programs and service delivery, supervision and training of staff, facilities management, community relations and membership administration.

Position Outcomes:

- Manage all aspects of the Boys & Girls Club Unit to ensure an environment, programs and services prepare youth for success.
- Supervises assigned staff to ensure policies and procedures are followed.
- Work closely with the Associate Chief Professional Officer and Resource Development Coordinator in executing strategies and monitoring progress towards established goals for resource development and fundraising.
- Ensure programming reflects the Native American culture in program planning, development and implementation whenever possible.
- 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 Clubs of America.
- Knowledge of principles and processes for providing youth services to ensure quality programming, also to ensure high standards of service to youth and families participating in the program.
- 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 instruct and work with youth in the following areas: education & technology, arts & crafts, sports & recreation, character & leadership development and health & life skill development.
- Ability to ensure the safety and wellbeing of youth participating in the program.
- Ability to motivate youth and manage behavioral problems.

Qualifications:

- High school diploma or GED.
- Minimum (6) month experience working with youth.
- Must have a valid commercial Driver's license with passenger endorsement and insurance for travel outside the club or ability to obtain license in three (3) Months from date of hire.
- Successfully pass criminal background check with no felony convictions within seven years.
- CPR certification or ability to obtain upon date of hire.
- First Aid certification or ability to obtain upon date of hire.
- Serve Safe Certification must be obtained within (6) month from date of hire.

Mail Applications to:

White Earth Reservation Business Committee
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.