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# LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

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## HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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**POSTED: August 16<sup>th</sup>, 2022**

**DEADLINE: August 30<sup>th</sup>, 2022**

### **JOB DESCRIPTION**

**POSITION:** Boys and Girls Club/Recreational Center Program Coordinator

**DEPARTMENT:** Boys and Girls Club/Recreational Center

**REPORTS TO:** Director of Boys and Girls Club/Recreational Center

**LOCATION:** LVD Recreational Center

**EMPLOYMENT:** Full-time

**SALARY:** \$14.00-\$16.00/Hour

### **JOB DESCRIPTION:**

The Lac Vieux Desert Boys and Girls Club/Recreational Center Program Coordinator is responsible for creating and implementing Boys and Girls Club/Recreational Center curriculum. The Program Coordinator is responsible for developing culturally sensitive programming for Native American youth. The Program Coordinator is responsible for facilitating the implementation of all program curriculum and must have excellent leadership skills. We strive to exceed our Mission statement for the Boys and Girls Club of America and the Lac Vieux Desert Band of Lake Superior Chippewa Indians. The Program Coordinator must ensure all program(s) requirements and guidelines are met including but not limited to: data collection and reporting, teaching lessons for the Native American Youth, teaching and coordinating daily physical activity, implementing physical activity challenges and coordinating volunteer and community involvement. The Program Coordinator must ensure communication between all administrative staff involving all programming to ensure grant requirements are completed correctly and information is submitted by deadlines.

### **DUTIES AND RESPONSIBILITIES:**

- Enjoy working with Youth of all ages.
- Provide supervision during all activities to ensure the safety of our Youth.
- Report all accidents, and incidences to the Youth Director.
- Know emergency procedures and the location of emergency equipment.
- Responsible planning, organizing, and implementing all program curriculum with American/Alaska Native youth, with a goal of balanced ratio of females and males.
- Guides, supports, and serves as a positive role model for the Youth.
- Encouraging Youth to incorporate healthy nutrition and fitness habits within their lifestyle.

- Supports activities in the Tribal and surrounding communities.
- Recruit participants, including outreach to non-Club members and incorporate elements of programming into scheduled Club activities.
- Maintain documentation verifying that 100% of the Youth participants are Members of federally recognized American Indian tribes or Alaska Native villages.
- Develops volunteer/Youth to-do activity lists to encourage Youth to stay involved in the program(s); volunteer/Youth must be open to learning Health and Life Skills (in accordance with program(s)).
- Provide and promote healthy food and beverage choices for all participants. Encourage Club Member hands on preparation using healthy recipes.
- Promote independent living skills by providing support knowledge and tools to participants to make independent healthy choices.
- Develops parent/guardian orientation and meetings throughout the program to engage parents to promote healthy lifestyles and prevention of diabetes.
- Organize appealing discussion groups with Club members, parent(s)/guardian(s), and community members.
- Incorporate healthy lifestyle and promote physical activities by conducting a minimum of 60 minutes of physical activity per day, five days a week.
- Establish collaborative prevention partnerships with community health care providers, securing a signed Memorandum of Agreement defining collaboration with a community health partner to provide support for program(s).
- Facilitate service projects for program(s) for participants and family members to carry out in their community. The community service project must relate to the key components of the program curriculum.
- Manage program attendance and data collection, including completion of pre and post survey's, curriculum participation, and documentation of physical activity and physical activity challenges.
- Evaluate program(s) on a continual basis and provide feedback to the Director and Board of Directors.
- Prepare and submit program(s) reports according to grant timeline.
- Submit reimbursement requests with detailed activities performed and cost breakdown.
- Follow requirements set by the Club for purchasing, personnel and general operations.
- Ensures program(s) are in compliance in all aspects of the program.
- Follow discipline procedures established by the club, to ensure safety of Club and staff members.
- Assure all areas are safe, clean and tidy for safety of Club members and staff.
- Upholds confidentiality at all times.
- Promotes healthy living by modeling healthy lifestyle behavior and develops positive relationships with Club members.
- Must be flexible and assume other responsibilities assigned by the Director of Recreational Center/Boys and Girls Club.
- Responsible to complete all other duties as assigned and not detailed in this job description as provided by the Recreational Center/Boys and Girls Club.

### **MINIMUM QUALIFICATIONS:**

- Must be 18 years of age or older
- High school diploma or GED
- Required to possess and maintain a valid Drivers License. Must maintain Chauffeur's license within 30 days of being hired
- Must be able to work under minimal supervision
- Ability to lift up to 50 pounds, stand and/or sit for long periods of time, and work in a noisy environment
- Two or more years of experience working with children
- Ability to accurately use Microsoft Word and Microsoft Excel
- Leadership skills including problem solving and confident in decision making
- Strong understanding and desire to work with Our Youth in a positive environment

- Must be willing to work evenings, weekends, holidays, when required
- Must be willing to and able to pass all background checks and any other pre-employment screenings
- Must be CPR certified or must receive within 90 days
- Must complete Food Handlers/Serve Safe within 30 days
- Attend required trainings, club events, and fundraisers
- Ability to relate to youth and maintain positive relations with parents and the community

**PREFERRED QUALIFICATIONS:**

- Working in a Native American Community
- Minimum of (3) years working with children

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position*

**Boys and Girls Club of America – Our Mission:** “To enable all young people, especially those who need us most, to reach their full potential as a productive, caring, responsible citizens.”

**Date Approved by the Tribal Council: January 7, 2020**

**Lac Vieux Desert Band of Lake Superior Chippewa Indians**  
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Sign \_\_\_\_\_ Date \_\_\_\_\_