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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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### **JOB DESCRIPTION**

**POSITION:**            **Boys and Girls Club Program Director**

**DEPARTMENT:**    **Boys and Girls Club**

**REPORTS TO:**       **Boys and Girls Club Chief Professional Officer (CPO)**

**LOCATION:**           **LVD Boys and Girls Club/Recreational Center**

**EMPLOYMENT:**    **Full-time**

**SALARY:**            **\$\$21.00-\$26.00 per hour**

### **JOB DESCRIPTION:**

The Lac Vieux Desert Boys and Girls Club/Recreational Center Program Director is responsible for working in collaboration with the Chief Professional Officer to create and implement Boys and Girls Club/Recreational Center curriculum. The Program Director provides leadership to the Team Members and youth. This position handles aiding in the development of culturally sensitive programming for Native American youth. The Program Director will handle implementation of all program curriculum and must have excellent leadership skills. The Program Director 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 Director will manage the daily operations of the Club and report necessary information to the CPO for reporting and grant compliance purposes.

### **DUTIES AND RESPONSIBILITIES:**

- Enjoy working with Youth of all ages.
- Manage all daily operations of the Boys and Girls Club including planning, organizing, and implementing programs, activities and safety compliance.
- Provide supervision during all activities to ensure the safety of our Youth.
- Report all accidents and incidents to CPO and assist in conducting preliminary investigations and follow-up on all reports.
- Know emergency procedures and the location of emergency equipment.
- Responsible for planning, organizing, and implementing all program curriculum with American/Alaska Native youth, with a goal of balanced ratio of females and males.

- Guide, support, and serve as a positive role model for the community Youth.
- Encourage 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.
- Develop volunteer/youth to-do activity lists to encourage all 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.
- Work with the CPO to develop parent/guardian orientation and meetings throughout the program to engage parents to promote healthy lifestyles and disease prevention.
- Organize appealing discussion groups with Club members, parent(s)/guardian(s), and community members.
- Incorporate a healthy lifestyle and promote physical activities by conducting a minimum of 60 minutes of physical activity per day, five days a week.
- 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 surveys, curriculum participation, and documentation of physical activity and physical activity challenges.
- Evaluate program(s) on a continual basis and provide feedback to the CPO 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) have met the LVD Tribal and Boys and Girls Club of America requirements.
- Establish working relationships with other Tribal Departments and service providers.
- Follow discipline procedures established by the Club, to ensure the safety of Club and staff members.
- Ensure all areas are safe, clean, and tidy for the safety of Club members and staff.
- Must always uphold confidentiality.
- Promote healthy living by modeling healthy lifestyle behavior and develops positive relationships with Club members.
- Must be flexible and assume other responsibilities assigned by the CPO or Board of Directors.

### **MINIMUM QUALIFICATIONS:**

- Must be 18 years of age or older.
- High school diploma or GED
- Required to possess and maintain a valid Driver's 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 confidence in decision making.
- Strong understanding and desire to work with community 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 training, club events, and fundraisers.
- Ability to relate to youth and maintain positive relations with parents and the community.
- This is considered a specially designated position for which the Tribe maintains a Zero Tolerance policy regarding drug testing and usage of controlled substances and alcohol, including Marijuana.

**PREFERRED QUALIFICATIONS:**

- Working in a Native American Community
- Minimum of (3) years working with children
- Associate’s Degree in child development, education or related field
- Bachelor’s Degree in child development, education or related field

*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. Native American preference shall apply in accordance with Lac Vieux Desert Policy.*

**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: 10/28/2025**

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