LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS
HUMAN RESOURCES
P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913

Posted: November 3, 2026 Deadline: November 17, 2026

JOB DESCRIPTION

POSITION: **Recreation Worker/Boys and Girls Club Youth Staff**

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

SUPERVISOR: **Director/Assistant Director of Recreational Center**

LOCATION: **Recreational Center**

EMPLOYMENT: **Full-Time/Part-Time**

SALARY/PAY RATE: **$17.00-$19.00 per hour**

DESCRIPTION:

The Recreational Worker/ Boys and Girls Club Youth Staff is responsible to work as a team to provide a safe and healthy environment for community members (adult and youth) and Club Members (K-12). The Recreational Worker/Boys and Girls Club Youth Staff will work in all program core areas including: Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts, and Sports, Fitness and Recreation.

RESPONSIBILITIES:

- Enjoy working with Youth of all ages.
- Provide supervision during all activities to ensure the safety of our Youth.
- Demonstrate and explain activities and games clearly and interact/remain involved during each activity.
- Ability to assess, interpret and respond appropriately to verbal and nonverbal communications of children and other staff.
- Assist Club Members/Youth with homework.
- Participate in developing daily and monthly activity plans.
- Maintain communication with parents/guardians.
- Follow Recreational Center/Boys and Girls Club policies and procedures; ensure Youth are following rules.
- Supervise and discipline Club Members/non-members following Recreation Center/Club Policies.
- Complete incident reports and documenting of incidents; report all incidents to supervisor.
- Know emergency procedures and the location of emergency equipment.
- Report all accidents, and incidences to Youth Director.
- Encourage education, culture, healthy and physical lifestyle.

- Provide a positive experience for Youth at all times.
- Cook and serve snack/meals to the youth daily.
- Maintain attendance records on children/youth within the Center and during activities.
- Upholds confidentiality at all times.
- Attend staff meetings and training.
- Transport Youth to and from activities.
- Maintain cleanliness of program areas.
- Responsible to complete all other duties as assigned and not detailed in this job description as provided by the Director of Recreational Center/Boys and Girls Club.

MINIMUM QUALIFICATIONS:

- Must have a High School diploma or GED.
- Must be willing to work evenings, weekends, holidays, and overtime when required.
- Minimum of one year of experience working with youth
- Ability to accurately use Microsoft Word and Excel
- Must be able to lift 50 pounds.
- Must be CPR certified or must receive within 90 days.
- Must complete Food Handlers/Serve Safe within 30 days.
- Required to possess and maintain a valid Drivers License. Must maintain Chauffeur's license within 30 days of being hired.
- Must be willing to and able to pass all background checks and any other pre-employment screenings.
- 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 with children in a Native American Community
- Two or more years working directly with Youth.

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.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- **Enrolled LVD Tribal Member**
- **Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members**
- **Other Native Americans**
- **All Others**

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: 8/23/2024

Lac Vieux Desert Band of Lake Superior Chippewa Indians
Human Resources Department
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Sign_____ **Date**_____