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# LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

## HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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**POSTED: January 18<sup>th</sup> 2023      DEADLINE: February 1<sup>st</sup>, 2023**

### **JOB DESCRIPTION**

**POSITION:** Director of Recreational Center/Boys and Girls Club

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

**REPORTS TO:** Tribal Chairman

**LOCATION:** Lac Vieux Desert Recreational Center/Boys and Girls Club

**EMPLOYMENT:** Full-Time

**SALARY:** \$15.38 - \$19.22 Depending on Experience

### **JOB DESCRIPTION:**

The Director of the Recreational Center/Boys and Girls Club provides leadership and direction to the Team Members and Youth. We strive to exceed our Mission statement for Lac Vieux Desert Band of Lake Superior Chippewa Indians, as well as the Boys and Girls Club of America. The Director is responsible for developing, planning, and implementing a broad range of Club/Rec Center programs and activities such as leadership development, education and career development, health and life skills, arts and sports, fitness and recreation. The Director is responsible for managing and directing the daily operations of the Recreational Center/Boys and Girls Club which includes, but is not limited to, overseeing youth (between the ages of 5-18 years), fair and consistent leadership, ensuring the safety of our youth, following/development of policies and procedures, positive working rapport with departments, effective communication with parents/guardians, working with the community and all other duties that fall under the umbrella of the Rec Center/Boys and Girls Club.

### **DUTIES AND RESPONSIBILITIES:**

- Direct and manage all areas of the Recreational Center/Boys and Girls Club including planning, organizing, and implementing programs, activities and safety compliance.
- Guides, supports, and serves the Board of Directors/Tribal Council in the creation of goals, development of policies and procedures, and ensuring operational standards and goals are met.
- Develops and supports activities in the Tribal community and surrounding communities.
- Develops and manages budget and fundraisers.
- Collect data for grants and completes grant report deadlines, must have the ability or willingness to learn grant writing for the Recreational Center/Boys and Girls Club.
- Maintains annual equipment inventory.
- Oversee proper record keeping including daily participation, activities and events, liability waivers, fees collected and billed, etc.
- Ensures program is in compliance in all aspects of the program.
- Maintains monthly Recreational/Boys and Girls Club data report for Tribal Council/Board of Directors.
- Schedule required Board of Directors monthly meeting with Tribal Council Secretary.
- Assure all areas are safe, clean and tidy.
- Conduct preliminary investigations and follow up on all incident/accident reports.
- Assure safety of Club members and staff at all times.

- Assure adults are not utilizing the recreational center during prohibited times.
- Assure youth are treated fair and consistent.
- Communication with IEP School Counselors and/or parents to ensure working strategies for special needs members.
- Ability to effectively communicate and be a primary point of contact between schools and parents/guardians.
- Upholds confidentiality at all times and ensures all parties in the Department are protecting youth information.
- Enforce all rules, regulations, policies and procedures set by the Recreational Center/Boys and Girls Club.
- Trains, supervises, schedules, and helps develop all Team Members and volunteers.
- Must be able to confidently work with a variety of departments and managers while keeping a composed demeanor and open-door policy.
- Must demonstrate a high-level of customer service to all youth, team members, recreational guests, and parents/guardians.
- Promotes healthy living by being a positive role model.
- Must be flexible and assume other responsibilities assigned by the Board of Directors/Tribal Council.
- Responsible to complete all other duties as assigned and not detailed in this job description as provided by the Board of Directors and Tribal Chairman.

**MINIMUM QUALIFICATIONS:**

- Associates Degree in Child Development, Educations, Physical Education or (5) years of work related experience. *A combination of experience and education will be considered.*
- Minimum of two years of experience working directly with youth.
- Minimum of two years of supervisory experience.
- Ability to accurately use Microsoft Word and Microsoft Excel
- Leadership skills including establishing direction, problem solving, and confident in decision making.
- Strong understanding of youth developmental needs of children (5-18 years of age).
- Must be willing to work evenings, weekends, holidays, and overtime when required.
- Required to possess and maintain a valid Driver’s License. Must maintain Chauffeur’s license within 30 days of being hired.
- Must be willing 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.

**PREFERRED QUALIFICATIONS:**

- Working with children in a Native American Community
- Bachelor’s Degree in Child Development, Education, or Physical Education.

*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: August 6, 2019**

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

