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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: May 29, 2026 Deadline: June 8, 2026**

### JOB DESCRIPTION

**POSITION:** Boys and Girls Club Chief Professional Officer (CPO)  
**DEPARTMENT:** LVD Recreational Youth Center/Boys and Girls Club  
**SUPERVISOR:** Tribal Chairman  
**LOCATION:** Lac Vieux Desert Recreational Center/Boys and Girls Club  
**EMPLOYMENT:** Full-Time  
**SALARY/PAY RATE:** \$49,920.00 - \$60,320.00 Annually D.O.E.

### DESCRIPTION:

The Boys and Girls Club Chief Professional Officer (CPO) is a high-level position that provides leadership and direction for the Club, Team Members and Youth.

The CPO is responsible for developing, planning, and ensuring the implementation of a broad range of Club programs and activities such as leadership development, education and career development, health and life skills, arts and sports, fitness and recreation.

The CPO is responsible to work in conjunction with the Program Director in the oversight, management and direction of the daily operations of the Boys and Girls Club which includes, but is not limited to, fair and consistent leadership, ensuring the safety of our youth, development and adherence of policies and procedures, positive working rapport with departments, directors and Tribal Leadership, effective communication with parents/guardians and working with the community.

This position is responsible for the department's budget and grant development and all other administrative duties that fall under the umbrella of the Boys and Girls Club.

### RESPONSIBILITIES:

- Oversee Club staff and volunteers, including hiring, training, coaching and disciplinary action.
- Guide, support, and serve the Board of Directors/Tribal Council in the creation of goals, development of policies and procedures, and ensuring operational standards and goals are met.
- Develop and support activities in the Tribal community and surrounding communities.

- Ensure development, implementation and monitoring of the Club's annual budget in collaboration with financial/accounting staff.
- Implement administrative and operational systems to support effective operations.
- Ensure productive and effective staff performance, providing guidance, feedback and opportunities for professional development.
- Ensure the maintenance of Club technology and information management systems.
- Collect data for grants and completes grant report deadlines, must have the ability or willingness to learn grant writing for the Club.
- Prepare and submit program(s) reports according to budget/grant timelines.
- Maintain annual equipment inventory.
- Submit reimbursement requests with detailed activities performed and cost breakdown.
- Oversee proper record keeping including daily participation, activities and events, liability waivers, fees collected and billed, etc.
- Ensure program follows all aspects of the Boys and Girls Club policies and procedures.
- Develop and submit a monthly Club data report for Tribal Council/Board of Directors.
- Schedule Board of Directors monthly meeting with Tribal Council Secretary.
- Engage with Michigan State Alliance working towards building training and professional development for staff.
- Attend Native Leadership Meetings as recommended.
- Work with the Program Director to conduct preliminary investigations and follow up on all incident/accident reports.
- Establish collaborative prevention partnerships with other Tribal Departments, community health care providers, and other service providers that could benefit Club members.
- Develop parent/guardian orientation and meetings throughout the program to engage parents to promote healthy lifestyles and disease prevention.
- Follow requirements set by the Club for purchasing, personnel and general operations.
- Work in collaboration with staff to ensure safety is a top priority of all who enter the Club.
- Report any known or suspected cases of abuse or neglect as a mandated reporter and ensure Team Members do the same.
- Ensure all youth are treated in a fair and consistent manner.
- Communicate with IEP School Counselors and/or parents to ensure working strategies for special needs members.
- Uphold confidentiality and ensure all parties in the Club are protecting youth information.
- Enforce all rules, regulations, policies, and procedures set by the Club.
- Develop and implement training for all Team Members and volunteers.
- Promote healthy living by being a positive role model for all Club Team Members and Youth.
- Responsible to complete all other duties or special projects as assigned and not detailed in this job description as provided by the Board of Directors and Tribal Chairman.

### **MINIMUM QUALIFICATIONS:**

- Associate's degree in child development, Education, Physical Education or five (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.
- Must develop a working knowledge of the mission, objectives, policies, programs and procedures of the Boy's and Girl's Club of America; the principles and practices of managing non-profit organizations; and resource development activities and sources of funding.
- 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 support service to all youth, team members, recreational guests, and parents/guardians.
- Must possess the ability to effectively communicate and be a primary point of contact between schools and parents/guardians.
- Ability to accurately use Microsoft Word and Microsoft Excel.
- Basic knowledge of asset management including financial resources and property.
- Leadership skills, including establishing direction, negotiation, problem solving, and confidence in decision making.
- Must be able to communicate effectively, both orally and in writing.
- 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.
- Must attend annual Mandated Reporter training.
- Must attend all other professional training sessions required by the Boys and Girls Club. Some of these training sessions will require travel.
- 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.
- Bachelor's Degree in Child Development, Education, or Physical Education.
- Master's Degree in Child Development, Education, Social Work or a similar 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**

**Human Resources Department**

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**Sign \_\_\_\_\_ Date \_\_\_\_\_**

