



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque

DISTRICT 1 Henry Fox **District II** Eugene Sommers **District III** Laura Erickson

White Earth Reservation Business Committee Job Announcement

Position: B&G Club Teen Coordinator

Location: Mahnomen

Pay: \$ 21.44

Benefits: Full

Open: 12-09-24

Close: Until filled

Status: Full Time

The White Earth Reservation Tribal council is seeking qualified candidates for the Boys and Girls Club Teen Coordinator is responsible for and implementing a variety of programs in the areas of academic success, health lifestyles, good character and citizenship, and Ojibwe Language and Culture. This position encompasses all core areas of Boys and Girls Club programming but heavily focuses on the area of college and career readiness with the primary objective of ensuring our teen members are on track academically and prepared to pursue appropriate avenues of employment or education upon graduation.

Position Outcomes:

- Develop and maintain Teen Program activities that support the White Earth Boys & Girls Club program goals.
- Develop and maintain strong family and community partnerships to ensure stakeholder engagement.
- Performs word processing and reporting to provide timely, accurate, and professional documents and materials.
- Oversight of case management activities and records.
- Track grade progression and high school graduation rates of all Club Members.
- Analyze school data to identify Club Member at risk of dropping out of School.
- Continuously seek new opportunities that contribute to college and career readiness programs for teens.

Knowledge, Skills & Abilities required:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee (RBC). And the policies and procedures of the White Earth Boys & Girls Clubs.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to work under pressure to meet deadlines for grant timelines.
- Ability to remain poised, positive, and energetic in a busy work environment.
- Demonstrated knowledge of youth development principles, problem solving, strength-based practices and strategies, in collaboration with schools and districts developmental characteristics and outcome measurement.
- Ability to organize and manage complex initiatives with multiple deliverables.
- Ability to work with diverse teens, parents, families, and community leaders.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook)

Qualifications include:

- **High school diploma or GED and (6) months' experience working with youth.**
- **Associates degree Preferred.**
- **Valid Driver's License and Insurance for travel between sites and other business-related destinations.**
- **Class B Commercial Driver's License (CDL) or ability to obtain within six (6) months of hire**
- **Ability to work occasional flexible hours – evenings, weekends, etc.**
- **Must be able to pass a criminal background check and drug screening.**

Send applications to:

White Earth Reservation Business Committee
Attn: Human Resources
P.O. Box 418
White Earth, MN 56591

Download applications at:

www.whiteearth.com

*EEO with Native Preference
A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed*