



# WHITE EARTH RESERVATION

**CHAIR** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque  
**DISTRICT I** Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

## Job Announcement

**Position:** Character, Leadership & Service Coordinator

**Location:** Elbow Lake

**Pay:** \$21.44/hr.

**Open:** 11-03-25

**Close:** 11-07-25

**Status:** full time

**Benefits:** Full

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for planning, implementing, supervising and evaluating all Character, Leadership & Service programs throughout the Boys & Girls Club.

### Position outcomes:

- Responsible for the supervision and to carry out youth activities that promote character development, leadership skills and civic responsibility.
- Contribute to the planning and implementation of the Boys & Girls Club program goals and objectives.
- Responsible for maintaining and managing daily operations of Boys & Girls Club facilities.
- Crates and completes reports to comply with required agencies (internal and external).
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Education department and the Boys & Girls Club Organization.
- Skill in personal computer and related software such as Microsoft Office (Word, Excel, Outlook), and internet.
- Ability to effectively communicate, orally and in writing with co-workers, staff and administration.
- Ability to motivate, organize and supervise youth in a safe environment.
- Ability to deal with the General public.
- Ability to plan and implement quality programs for youth.

### Qualifications:

- **High School Diploma or GED and a minimum of one (1) year experience in working with youth or youth programs.**
- **Valid Driver's License and insurance.**
- **Successfully pass criminal background check with no felony convictions within (7) Seven Years.**
- **CPR Certification, First Aid obtain upon date of hire.**
- **First Aid certification or ability to obtain within (6) month from date of hire.**
- **Life Guard certification or ability to upon within (6) months from date of hire**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a drug screening at hire and throughout the year.**

**Send Application to:**

**Mail Applications to:**

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

**Download Applications at:** [www.whiteearth.com](http://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.*

**Download applications at:**

[www.whiteearth.com](http://www.whiteearth.com)