



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.

Benefits: Full

Open: 11-17-25
Close: 11-28-25
Status: full time

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

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

