



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: \$19.45/hr.

Open: 07-28-25

Close: 08-08-25

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

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