



WHITE EARTH RESERVATION

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

DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

White Earth Reservation Business Committee Job Announcement

Position: Junior Staff B&G Club

Location: **Rice Lake**

Pay: \$16.00/hr.

Open: 03-09-26

Close: 03-20-26

Benefits: 401K

Status: Part time 29-hrs per week

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for implementing and monitoring youth activities with-in a specific program area, such as Technology & Education, Arts, Crafts & Culture, Sports & Recreation, Health & Life skills and Character, Leadership & Service.

Position Outcomes

- Assist the Unit Lead in implementing a well-rounded program that encourages youth to participate in a variety of program areas/activities.
- Supervise youth at all times during program/activity.
- Promote and stimulate program participation by youth.
- Assist in the recruitment of new youth to the program/activity.
- Ensure fun, safe, and engaging programs/activities.
- Promote quality programming by always providing a fun atmosphere in program areas.
- Provide guidance and role modeling to youth.
- Monitor facilities to ensure a productive, clean, and positive work environment.
- Maintain a safe environment for staff and youth.
- Ensure that all equipment is accounted for, and all program supplies are picked up after the activity is completed.
- Be aware of unsafe conditions that may cause injury and alert supervisor immediately.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow the policies and procedures of the White Earth Tribal Council and the Boys & Girls Club department.
- Ability to motivate youth.
- Ability to monitor quality programs for youth.
- Ability to organize and monitor youth in a safe environment.
- Ability to work with youth in the following area: Education & Technology, Arts, Crafts and Culture, Sports & Recreation, Character, Leadership & Service, Health, and life skills.

Qualifications:

- Must be actively enrolled and attending high school in a good academic standing.
- Must be at least (16) years of age at the time of hire.
- Must not exceed the maximum age allowed (18) years of age or still in High School under Boys and Girls Club Youth Employment Guidelines.
- Must be a current member of the Boys & Girls Club of the White Earth Reservation.
- **Must fill out under 18 background consent form with Parent or guardian signature on the form along with Application.**

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 Drug Free Workplace – Tests for alcohol and illegal drug use may be required