



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

PROGRAM ADMINISTRATOR

Position Description

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| Opens: September 21, 2022 | | | |
| Closes: September 30, 2022 | | | |
| Department: | Boys and Girls Club | Reports to (title): | Chief Executive Officer of Boys and Girls Club |
| Job Code: | N-11 | Job Location: | Boys and Girls Club of Bois Forte Vermilion, MN |
| Pay Range: | Min: \$ 16.99 Mid: \$21.24 Max: \$25.49 | Supervises: | None |
| Hours/week: | 40 | Classification: | Non- Exempt |
| Type of Position: | Full-Time | Effective Date: | 08/15/2022 |
| | | Revised Date: | 08/15/2022 |

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

In accordance with the element of competence established for Boys & Girls Club resource development professionals, the Program Administrator is responsible for generating fundraising income through campaigns targeting foundations, corporations, civic groups and individual donors. The Program Administrator provides writing support for foundation and corporate grant requests and acknowledgement of donor gifts; provides coordination to the CEO and staff in the planning and implementation of special events; and coordinates with staff and board in seeking grant funds. Plans and leads a variety of activities provided within a specific program area, such as Sports, Fitness & Recreation, Health & Life Skills, Character & Leadership Development, The Arts and Education & Career Development.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. In the absence of the Branch Director, the program Administrator will act as 2nd in command, running the day-to-day affairs of the club, delegating authority, and ensuring all staff and club members are working in harmony.
2. Manage administrator systems by registering new members and participating in club orientation process.
3. Maintain close, daily contact with club management to exchange information, seek and give assistance, consultation, and direction. Maintain contact with financial staff and support staff. Maintain verbal and written contact with volunteers and volunteer committees.
4. Contribute to the planning and implementation of the strategic plan regarding activities relating to donor solicitations and other Club fundraising efforts.

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5. Contribute to acquiring financial support: write grant proposals, work with club management to solicit corporations and civic groups for donations and other support; and plan and implement special fundraising events.
6. Manage administrative and operational systems to: track fundraising income, compile income status reports and variance reports; and recognize contributions with acknowledgement letters and special recognition events.
7. Ensure a productive working environment, providing staff support to club management. Attend various committee meetings, assist with mailings, write follow-up letters, and track and manage donor data.
8. Coordinate and maintain staff data for required staff trainings and additional trainings that support positive youth development outcomes.
9. Create an environment that facilitates the achievement of Youth Development Outcomes.
10. Promote and stimulate program participation.
11. Provide guidance and role modeling to members, recommend, and initiate new programs.
12. Maintain a safe environment for members, both physically and emotionally.
13. Exhibits a warm, concerned attitude toward youth that uses a positive approach in dealing with individuals as well as groups of children.
14. Effectively plan and lead programs, services, and activities for members.
15. Positively interact and communicate with supervisor, other staff, volunteers, and members at all times.
16. Develop and offer at least one new program/activity per week, and update program tracker to reflect those activities.
17. Plan and lead special programs and/or events at site.
18. Oversee and maintain program equipment, supplies, and facility including clean up and proper use.
19. Maintain close, daily contact with club members and supervisors to receive/provide information, discuss issues and explain guidelines/instructions.
20. Maintain positive relations with school personnel, the general public, and member families at all times.
21. Participate in staff meetings and trainings.
22. Inspect program area daily for any safety precautions prior to youth entering.
23. Able to plan, prepare and serve healthy meals and snacks according to grant guidelines.
24. May be required to supervise program activities and field trips.
25. Be willing to receive specialized training to address and manage emotional and behavioral issues with club members as needed.
26. May require public speaking/presentations with club members and parents.
27. Able to work collaboratively with diverse communities and groups.
28. Able to multitask, be flexible, recruit, train, and motivate.
29. Other responsibilities assigned by supervisor.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Three months to a year in related experience. |
| Education: | <ul style="list-style-type: none">• High School Diploma or GED. |
| License/Certification: | <ul style="list-style-type: none">• Be certified or be willing to be certified in basic first aid and CPR.• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive any other motor vehicle use policies applicable to the position. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Able to motivate youth and manage behavior problems.• Able to plan and implement quality programs for youth.• Able to relate well with children in Boys and Girls Club group environment.• Able to organize and supervise members in a safe environment.• Good working knowledge of Minnesota Chippewa Tribe Revised Constitution and By-laws, Section II Membership and Bois Forte Reservation policy as it pertains to Tribal Enrollment.• Able to use electronic data base system and facilitate transfer and maintenance of electronic information. |

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- Able to make sound independent judgments on potentially sensitive, personal issues.
- Good working relationships with the general public and Indian leadership.
- Able and willingness to strictly adhere to Freedom of Information and Privacy Act.
- Must be able to type with minimal errors.
- Able to communicate effectively orally and in writing.
- Knowledge of Youth Development.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.
- Able to perform other duties as assigned.

PREFERRED QUALIFICATIONS

- None.

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and members.
- Mental demands: The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions. .

OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

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| Background Investigation: | This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position. |
| Drug Screening: | All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing. |
| Vaccine Requirement: | The Bois Forte RTC adopted the COVID-19 Vaccination Requirement (Resolution No. 61-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. That Requirement also applies to newly hired employees who must by their first date of employment either (1) present proof of receiving all COVID-19 vaccinations for which they are eligible under CDC guidance or (2) be approved for a medical or religious exemption from the Vaccine Requirement. If the employee only presents proof of the first dose of a two-dose COVID-19 vaccine by the first date of employment, the employee must further present proof of a second dose within 30 days of the date of the employee's first dose and proof of a booster vaccination within one month of eligibility. If the employee only presents proof of a single-dose COVID-19 vaccination or both doses of a two-dose COVID-19 vaccination by the first date of employment, the employee must further present proof of a booster vaccination within one month of eligibility. |

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.