



Bois Forte Band of Chippewa

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

TRAIL PROGRAM COORDINATOR

Position Description

Department:	Education	Reports to (title):	Chief Executive Officer of Boys and Girls Club
Job Code:	N-8	Job Location:	Boys and Girls Club, Nett Lake, and Vermilion MN
Pay Range:	Min\$ 13.35 Mid: \$16.685 Max: \$20.02	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.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Program Coordinator is responsible for planning and delivering diabetes prevention-education, behavioral health curriculum, and coordinate health and wellness activities.

essential Duties, functions, & Responsibilities

1. Coordinate grant funded programming, including recruitment of participants, public relations, and community outreach.
2. Conduct community workshops, recordkeeping, and program reporting.
3. Assist in nutrition food programs including menu planning, shopping, inventory, food service preparation and cleaning, cooking and record keeping.
4. Plan and oversee additional activities that support Youth Development Outcomes and assist in establishing Club program objectives consistent with organizational goals and mission.
5. Ensure that members are encouraged to participate in a variety of program areas/activities and receive instructions and constructive feedback to develop skills in program area(s).
6. Exercise leadership to assure safety and development of members while able to discipline members in a fair manner and uphold club rules by utilizing guidance and discipline plan.
7. Ensure program areas are safe, well lit, and well ventilated; and that club equipment is maintained in a good working condition.
8. Ensure the evaluation of club programs on a continual basis and ensure programs/activities respond to members needs and address their gender and cultural diversity.

TRAIL PROGRAM COORDINATOR

Position Description

9. Oversee proper record keeping and/or grant reporting including activities and events conducted. Breakdowns of daily participation figures, notable achievements, and problems/issues.
10. Advise Directors of needed supplies and equipment and repairs and maintenance.
11. Ensure a productive work environment by participating in staff meetings and trainings.
12. Participate in planning and implementing club special events and represent the club through community outreach activities.
13. Mandated reporter.
14. Attend mandatory trainings and those recommended by supervisor.
15. Assume other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• 2 years' experience in a Boys and Girls club or similar organization related experience. |
| Education: | <ul style="list-style-type: none">• Associate Degree or a combination of education and directly relatable experience may be substituted. |
| License/Certification: | <ul style="list-style-type: none">• CPR and First Aid Certifications; applicant may be required to obtain Mental Health First Aid Certification.• Must possess a valid driver's license, be insurable under the Band's RTC Automobile Policy, and be eligible to drive under any other motor vehicle use policies applicable to the position. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of diabetes and related topics• Strong communication skills, both oral and written.• Grant program and administrative experience preferred.• Experience in creating and implementing lesson plans.• A high level of enthusiasm and commitment to serving youth.• Group leadership skills required, including thorough understanding of group dynamics and the ability to work with many different personality types.• Demonstrated organizational, staff and project management abilities.• Ability to multitask and develop solutions to problems with limited supervision.• Must display initiative and self-motivation.• Experience working with children and knowledgeable in youth development.• Ability to communicate effectively orally and in writing.• Ability to travel when required.• Knowledge of traditional Native American values and teachings.• 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.• Ability to perform other duties as assigned.• A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers. |

PREFERRED QUALIFICATIONS

- Bachelor's degree in related field

WORK ENVIRONMENT

TRAIL PROGRAM COORDINATOR

Position Description

- 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. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. 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 vendors.
- Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

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.
- 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.

TRAIL PROGRAM COORDINATOR

Position Description

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

ACKNOWLEDGMENT

I have reviewed the content of the position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date
