Bois Forte Band of Chippewa

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

YOUTH DEVELOPMENT COORDINATOR (TERM NOT TO EXCEED 6 MONTHS)

Position Description

Opens: November 12, 2026 Closes: November 18, 2026			
Department:	Boys and Girls Club	**Reports to (title):**	Branch Director
Job Code:	N-4	**Job Location:**	Boys and Girls Club of Bois Forte Vermilion, MN
Pay Range:	Min: $12.71 Mid: $15.89 Max: $19.07	**Supervises:**	No
Hours/week:	32	**Classification:**	Non-Exempt
Type of Position:	Part-Time	**Effective Date:**	10/01/2025
Indian Child Protection Background:	Yes	**Revised Date:**	10/01/2025

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

Youth Development Coordinator 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. Create an environment that facilitates the achievement of Youth Development Outcomes.
2. Promote and stimulate program participation.
3. Provide guidance and role modeling to members.
4. Maintain a safe environment for members, both physically and emotionally.
5. Exhibit a warm, concerned attitude toward youth that uses a positive approach in dealing with individuals as well as groups of children.
6. Effectively plan and lead programs, services, and activities for members.
7. Positively interact and communicate with supervisors, other staff, volunteers, and members at all times.
8. Develop and offer at least one new program/activity per week, and update program tracker to reflect those activities.
9. Plan and lead special programs and / or events at site.
10. Oversee and maintain program equipment, supplies, and facilities including clean up and proper use.
11. Maintain close, daily contact with Club members and supervisors to receive / provide information, discuss issues and explain guidelines / instructions.
12. Maintain positive relations with school personnel, the general public and member families at all times.

13. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
14. Other responsibilities assigned by supervisor.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	• Three months to a year in related experience.
Education:	• No degree required.
License/Certification:	• Driver's License is preferred but not a requirement for this position.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Ability to plan and implement quality programs for youth. • Ability to relate well with children in Boys and Girls Club group environment. • Ability 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. • Ability to use electronic database systems and facilitate transfer and maintenance of electronic information. • Ability to make sound independent judgments on potentially sensitive, personal issues. • Good working relationships with the general public and Indian leadership. • Ability and willingness to strictly adhere to the Freedom of Information and Privacy Act. • Must be able to type with minimal errors. • Ability to communicate effectively orally and in writing. • 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 training 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

- 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.

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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. **APPLICANTS MUST NOT HAVE ANY OF THE FOLLOWING MISDEMEANOR OR FELONY CHARGES IN THE PREVIOUS 3 YEARS – MURDER, CHILD ABUSE, DOMESTIC VIOLENCE, THEFT, ABDUCTION OR HUMAN TRAFFICKING, A CRIME INVOLVING RAPE OR SEXUAL ASSAULT, ARSON, WEAPONS, PHYSICAL ASSAULT OR BATTERY, DRUG POSSESSION, DRUG USE, OR DISTRIBUTION OF DRUGS, OR ANY CONVICTIONS AGAINST CHILDREN, INCLUDING CHILD PORNOGRAPHY.**
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

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/employment to complete 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.