

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



**Job Title:** Youth Support Staff  
**Department:** Youth Services Waaniigaanzijik Department  
**Reports to:** Youth Services Director  
**Salary Range:** \$12.75 to \$15.25 per hour (\$26,520 to \$31,723)  
**Status:** Non-Exempt  
**Level:** A11 (Full time – 32 hours / week)  
**Terms:** Grant funded position until September 2020  
**Opens:** September 11, 2019  
**Closes:** October 02, 2019

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**SUMMARY:** Primary responsibility is to support the Youth Services Waaniigaanzijik Afterschool Program and summer day camp.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide safe fun summer and afterschool experiences for tribal youth.
- Supervise youth at all times.
- Mentor Tribal youth by building healthy relationships.
- Assist Youth staff with academic programming & homework lab.
- Foster teamwork through camp games and team building activities such as cultural workshops, recreational activities and summer academic programming.
- Lead & engage youth in physically active programming: lacrosse, traditional games, hiking, soccer, biking, school sports etc.
- Provide transportation to and from scheduled youth activities.
- Communicate with staff and parents regarding positive experiences as well as any youth incidents.
- Follow YSW policies and daily opening and closing procedures.
- All other duties as assigned.

#### EDUCATION AND EXPERIENCE:

High school diploma or GED is required for this position. Must have experience working with youth. Anishinaabemowin experience and knowledge of cultural teachings preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

To perform the job successfully, an individual must demonstrate excellent verbal and written communication skills and be comfortable collaborating with others. Knowledge of Microsoft software programs; Excel, Publisher, Word and internet Explorer preferred. Must be able to lift heavy sporting goods equipment, paddle for hours, bike eight to ten miles, hike three miles, swim in open water and lead a variety of activities with

youth such as: fishing, food/plant and berry harvesting water conservation activities, nature reserve exploration, basketball, lacrosse, soccer, field activities, softball, kickball, volleyball, art, etc. Must be able to maintain confidentiality and be comfortable with public speaking. Must have ability to interact with youth and families showing respect for Tribal values and practices.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license, reliable transportation and be insurable for duration of employment. Must obtain chauffer's license within 2 weeks of hire. Life guard certification is desired.

**COMMENTS:** Indian preference will apply. Position is contingent upon completing and passing a thorough background check.