
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES
P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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**JOB DESCRIPTION**

POSTED: SEPTEMBER 27, 2018 DEADLINE: OCTOBER 11, 2018

POSITION: **Youth Recreation Worker**

DEPARTMENT: **LVD Recreational Youth Center**

SUPERVISOR: **Recreation Center Director**

LOCATION: **Watersmeet, Michigan**

EMPLOYMENT: **Part-Time**

SALARY/PAY RATE: **\$10.22-\$12.78/hour**

DESCRIPTION:

The primary responsibility of the position is to work as part of a team of a team of individuals in providing direct services to children and youth. The Youth Recreation Worker will assist in coordinating cultural, seasonal, recreation, sports, and leisure time activities as well as assist in coordinating joint programs with area schools, private organization, and public agencies.

RESPONSIBILITIES:

- Provide close supervision of all activities in and outside of the Youth Recreation Center to ensure the safety, health, and well-being of all children.
- Demonstrate and explain skills/games clearly.
- Provide a safe environment for all participants.
- Know emergency procedures and the location of emergency equipment.
- Must report all accidents, and incidences to Youth Director.
- Keep youth interested in education, cultural, healthy and physical life style.
- Provide a positive experience for children/youth at all times.
- Cook and/or serve snack to the youth daily.
- Maintain attendance records on children/youth within the center and during activities.
- Maintain confidentiality when working with children and staff.

- Must attend weekly staff meetings and participate in planning of youth activities.
- Ability to transport youth to and from activities in Youth Recreation Center vehicles.
- Perform other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- Must have a High School diploma or GED.
- Must have one year experience working directly with children.
- Must have the ability to assess, interpret and respond appropriately to verbal and nonverbal communications of children and other staff.
- Must be computer literate and have experience with software such as Microsoft Word, Excel, Power Point, etc.
- Must be able to lift 30 lbs.
- Must have or be able to obtain CPR/ First Aid certification or must obtain within 30 days of being hired.
- Must have valid Driver's license and Chafers licenses, and be insurable per fleet management or must obtain one within 30 days of being hired.
- Must pass a pre-employment drug test and background check.

PREFERRED QUALIFICATIONS:

- CPR certified, Food Handling certified, physically fit, Great people skills, Great hand and eye coordination,
- Native Preference first.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: March 18, 2015