



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

- POSITION:** Brighter Futures Initiative (BFI) Prevention Coordinator
- LOCATION:** Boys and Girls Club of Gitchigami (Red Cliff) and the Bayfield School
- SALARY:** \$17.00-\$18.00/hour, Plus Benefits
- SUPERVISOR(S):** Youth Director, Boys and Girls Club of Gitchigami

THIS IS A REGULAR FULL-TIME EXEMPT POSITION

JOB SUMMARY: This position is based at the Boys and Girls Club of Gitchigami (BGC) in Red Cliff. During the school year, this position will provide programming at Bayfield Middle School and at the BGC. During non-school months, this position will be fully based at the BGC. The purpose of this position is to implement a substance use prevention program through implementation of prevention curriculum (Second Step and Red Cliff Wellness) and facilitation of youth programming to foster positive relationships and build self-sufficiency.

DUTIES AND RESPONSIBILITIES:

1. The Brighter Futures Initiative Prevention Coordinator (PC) will collaborate with multiple tribal departments to plan activities that support and engage youth in cultural, seasonal and other community based activities and events. During the school year, the (PC) will be onsite at Bayfield School 2.5 days/week to facilitate the after-school program and work with school staff to provide additional student support where needed. The PC will be at Red Cliff for the balance of the time for planning and facilitating youth programming. During summer months, the position will be based entirely at Red Cliff. This is a Tuesday-Saturday position.
2. The PC will be responsible for data collection including program sign-ins and participant assessments or surveys. They will engage in mentoring/coaching related to curriculum implementation, assessment and evaluation and required trainings in trauma informed care, child sexual abuse and neglect prevention, substance use prevention, youth mental health first aid, and more.
3. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and

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responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None.

KNOWLEDGE: Knowledge of and sensitivity for Ojibwe culture and traditions.

QUALIFICATIONS/:

1. Minimum of Associate's Degree in Child/Youth Development, Education, or related field; or a minimum of one year of relevant work experience.
2. Experience teaching and implementing curriculum preferred.
3. Strong planning and organizational skills.
4. Demonstrated ability to work effectively with youth.
5. Prior work or volunteer experience with Native American youth and families preferred.
6. Must have strong leadership, group facilitation and conflict resolution skills.
7. Must have strong speaking, writing and interpersonal communication skills.
8. Demonstrated ability to work collaboratively in a team environment.
9. General proficiency with computer use and competency with email, virtual meeting platforms (Zoom, Teams).
10. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.
11. Must hold current certification in CPR/First Aid or complete certification within first three months of employment.

PERSONAL CONTACTS: Red Cliff Tribal programs and service providers, School District of Bayfield personnel, and Tribal members and families.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to participate in activities with youth 12 to 14 years of age, including ability to bend, lift, stoop, sit on floor, or crawl. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the staff disability does not create an undue risk of injury to any enrolled youth. The ability to lift and/or move up to fifty pounds may be required.

WORK ENVIRONMENT: Boys and Girls Club of Gitchigami, Bayfield School and other activity locations as required, including outdoors for year-round activities. All Tribal buildings and Bayfield School are smoke-free.

TRAVEL REQUIREMENTS: Must be willing and able to travel for local, regional and/or national training as required.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers

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and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any behavior or attitude that tarnishes the name or image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

This job description is subject to change at employer's discretion, after consultation with the employee.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the Tribal website.
2. Tribal Background Investigation Disclosure; available on the Tribal website.
3. Consent to Release Liability and Reference Information Form; available on the Tribal website.
4. Cover letter, optional.
5. Resume, required.
6. Post-secondary transcripts or certifications; if applicable.

POSTING DATE: November 29, 2023

DEADLINE: December 13, 2023 @ 4:00 p.m.

FOR FURTHER INFORMATION CONTACT:

Red Cliff Band of Lake Superior Chippewa

Human Resources Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

hr@redcliff-nsn.gov

(715)779-3700

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.

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