



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335

Job Title:	Coordinator	Open Date:	January 20, 2023
SLT Program:	Crow Hill Wellness Center	Close Date:	February 3, 2023

Position Objective: This position will work to improve the morale and physical fitness levels of the Spirit Lake Community members of all ages, through participation in ongoing recreational and cultural activities offered by the Crow Hill Wellness Center. The Wellness Center activities shall include but not limited to recreation activities, sports activities, leagues, clinics, tournaments, social, cultural, and community events.

Major Duties & Responsibilities:

- Must be able to follow all Tribal Personnel Policies and Tribal Laws
- To supervise recreational staff and community involvement.
- To administer monthly reports, timesheets, and scheduling staff hours.
- Prepare Crow Hill Wellness Center budget and ensure the program operates within their respected annual budgets.
- Collaborates with other agencies to conduct community wide events.
- To monitor recreation centers maintenance and up keep of recreation facilities.
- Work with all tribal programs, public, parents, and community, to enhance the Wellness Center programs goals of improving the morale and physical fitness levels of the Spirit Lake Community members of all ages.
- To provide a safe facility and drug and alcohol-free environment for the youth and staff.
- Develop and enforce safety rules for youth and program activities.
- Promote youth and community events.
- Organize year-round, indoor and outdoor, youth-oriented recreation activities.
- Coordinator is responsible for the promotion and implementation of youth educational workshops.
- Schedules hours of operation for the Crow Hill Wellness Center and ensures the recreation services are scheduled services for all age groups.
- Manage and evaluate the effectiveness of the Crow Hill Wellness services to all age groups.
- To maintain inventory and safekeeping of all equipment, supplies, and facilities.
- To be able to drive and transport youth participants to any and all events.
- Other duties as assigned.

Qualifications, Experience and Education required:

- Knowledge of Spirit Lake Policies and practices governing the operation of Tribal programs.

- High School diploma or GED certification with three to five years' experience.
- Ability to understand the Spirit Lake Tribes General Accounting Practices and Economic Development Fund cycle.
- Ability to write proposals, reports as in; monthly, quarterly, bi-annual, and annual reports.
- Must be able to work with youth of all ages. This position is a covered position and requires regular contact and care or control over children. Must successfully complete a background investigation.
- Position requires a flexible schedule to best serve the Spirit Lake Community.
- Applicant must be 18 years or older.
- Preference will be given to enrolled members of Spirit Lake Tribe in the Crow Hill District.
- Experience preparing data for and completing federally mandated reporting requirements such as Annual Performance Reports, requests for carry over funds.
- Valid North Dakota Driver's License and insurable under the SLT driving policy.
- Must be able to lift at least 50lbs.
- Must receive CPR, First Aid and Emergency training.

Job Role:	Coordinator	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt	Non		
Employment Status:	Full-time	Supervision	Crow Hill District Rep.
Monthly Salary Range:	DOQ/DOE	Manages Others:	2 Aides
Number of Vacancies:	1	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	katerid@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
------------------------------	---