

Spirit Lake Tribe
Human Resource Department
P.O. Box 359
Fort Totten, ND 58335

Position Vacancy

Department: The Boys & Girls Club of Spirit Lake
Wellness Centers of Spirit Lake

Position: Director

Opening Date: January 12th, 2012

Closing Date: January 26th, 2012

Salary: D.O.Q

Scope of Work:

The Applicant will be responsible for annually planning, organizing and implementing a comprehensive Boys & Girls Club as well as the Wellness Centers for The Spirit Lake Nation.

Supervision:

Applicant will be working directly under the supervision of the Tribal Administrator as well as the Tribal Council.

Duties and Responsibilities:

Organize all upcoming events for the communities.

Supervise the Wellness Aides to ensure they are capable of doing assigned duties.

Have knowledge of program benefits.

Establish monthly events for all centers as well as the Boys & Girls Club schedules.

Maintain filing systems for programs, ensuring all documentation of activities are proper.

Also submitting proposals for grants.

Qualifications:

A two-year Associate of Arts Degree

Experience in working with youth of various ages

Valid Driver's License

Must have knowledge of Native American cultural values and knowledge of reservation life.

Must have at least 2 years of verifiable sobriety.

Must be able to pass a criminal background check.

For an application, please contact the Human Resource Department of Spirit Lake Tribe in Fort Totten, ND. An application can be obtained online at www.spiritlakenation.com. Complete application packet must be submitted prior to the closing date. Mailed applications must be postmarked on or before the closing date. All persons interested in this position must submit application and resume, transcripts, training/skills certifications, copy of driver's license, copy of insurance and enrollment forms to:

Spirit lake Tribe Human Resource Department

P.O. Box 359

Fort Totten ND 58335

701-766-1215