Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	**Aide**	**Open Date:**	**July 15, 2021**
SLT Program:	**Crow Hill Wellness Center**	**Close Date:**	**July 29, 2021**

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:

- To supervise all youth activities as directed and/or required.
- To assist in the development, planning, implementation of the rules, policies, and program goals.
- To assist in the maintenance and general up keep of the wellness center.
- To assist in providing a safe drug and alcohol-free environment for the youth.
- To be able to drive and transport youth participants to any and all events.
- To promote sportsmanship at all times.
- To maintain inventory and safekeeping of all equipment, supplies, and facilities.
- Assist in accurate record keeping of all forms as required.
- To coordinate all other duties as directed by coordinator.
- To supervise youth workers, volunteers, (etc.).
- Other duties as assigned.

Qualifications, Experience and Education required:

- High school diploma or GED.
- Must be able to work with youth of all ages.
- Must be physically able to participate in all youth-oriented activities.
- Must be dependable and able to work weekends when required
- Position requires a flexible schedule to best serve the Spirit Lake Community.
- Must be 18 years of age or older.
- Must possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving policy.
- Must be able to lift at least 50lbs.
- Must receive CPR, First Aid and Emergency training.

Job Role:	Aide	**Company Industry:**	Spirit Lake Tribe

Exempt/Non-exempt	Non		
Employment Status:	**Full-time**	**Supervision**	Wellness Coordinator
Monthly Salary Range:	DOQ/DOE	**Manages Others:**	
Number of Vacancies:	**1**	**Classification: Exempt/Non-exempt**	
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	**Email:**	NDeMarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	**State**	North Dakota
City:	Fort Totten, North Dakota	**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.		