



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

Job Title:	Coordinator	Open Date	July 15, 2021
SL Program:	Fort Totten 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 Fort Totten Recreation Department. The recreation department 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 Fort Totten 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 Recreation 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 Fort Totten recreation Center and ensure the recreation services are scheduled services for all age groups.
- Manage and evaluate the effectiveness of the Fort Totten Recreation service 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 Fort Totten District.
- Experience preparing data for and completing federally mandated reporting requirements such as Annual Performance Reports, requests for carry over funds.
- 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:	Coordinator	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt	Non		
Employment Status:	Full-time	Supervision	Ft. Totten 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:	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.		