



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

<b>Job Title:</b>	<b>Aide</b>	<b>Open Date:</b>	<b>January 20, 2023</b>
<b>SLT Program:</b>	<b>Crow Hill Wellness Center</b>	<b>Close Date:</b>	<b>February 3, 2023</b>

**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 the 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.
- 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.

<b>Job Role:</b>	<b>Aide</b>	<b>Company Industry:</b>	<b>Spirit Lake Tribe</b>
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<b>Employment Status:</b>	<b>Full-time</b>	<b>Supervision</b>	Wellness Coordinator
<b>Monthly Salary Range:</b>	DOQ/DOE	<b>Manages Others:</b>	
<b>Number of Vacancies:</b>	<b>1</b>	<b>Classification:</b> Exempt/Non-exempt	
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	<p>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.</p>		