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**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

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**HUMAN RESOURCES**  
P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
Phone: 906-358-4226 Fax: 906-358-4913

**JOB VACANCY**

**POSTED: JANUARY 31, 2018    DEADLINE: FEBRUARY 14, 2018**

**POSITION:**                      **Assistant Youth Director**

**DEPARTMENT:**                **Lac Vieux Desert Recreational Youth Center**

**SUPERVISOR:**                 **Youth Director**

**LOCATION:**                      **Watersmeet, MI**

**EMPLOYMENT:**                **Full time**

**SALARY/PAY RATE:**         **\$10.22-12.78 per hour**

**DESCRIPTION:**

The Youth Director Assistant helps the Director with all ages to enjoy their leisure time. Arts and crafts, music, dance, dramatics, camping sports, and games are all forms of recreation.

**RESPONSIBILITIES:**

- Supervise youth in activities such as Basketball, Volleyball, Swimming, etc.
- Promote and attend activities in the community
- Assist in the design and implementation of Recreation Center fundraisers.
- Cleanliness
- Observe safety and security procedures; determines appropriate action in difficult or potentially dangerous situations.
- Takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary; completes tasks on time; communicates if an alternate plan is necessary.
- Responsible for storage and upkeep of all recreation equipment. Implements a check-out system of recreation equipment when appropriate.
- Make a fun environment for youth
- Must report all accidents and incidences to Youth Director
- Keep Youth interested in Education, Cultural, Healthy and Physical Life style

- Cook and/or serve snacks to the youth daily
- Be motivated

**MINIMUM QUALIFICATIONS:**

- Must have a High School diploma or GED
- Must have some computer skills
- Must be able to lift 30 lbs
- Must be able to work weekends, holidays, and nights.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Date Approved by Public Enterprise & Finance Commission: August 13, 2014**