

POSITION ANNOUNCEMENT

POSITION:	CULTURAL COORDINATOR	LICENSED: No
DEPARTMENT:	Boys & Girls Club	GRADE: 10
REPORTS TO:	Director of Boys & Girls Club	STATUS: Non-Exempt

POSITION SUMMARY:

Organizes, facilitates, and implements cultural enrichment opportunities for the participants and families of the EmPOWERing Our Youth school success program and members of the Bay Mills Tribe and surrounding community.

ESSENTIAL FUNCTIONS:

1. Coordinate schedule of daily, weekly, monthly, quarterly, and annual cultural events, activities, and teachings.
2. Planning, recruiting, and facilitation of cultural events and educational activities in a variety of settings for schools, Boys & Girls Club of Bay Mills, and Community.
3. Recruit instructors and facilitators for specialized activities including hand drum/rattle-making, black ash basket making, regalia/ribbon shirt/skirt making, and traditional medicine & healing, etc.
4. Participate in Cultural Advisory Committee and establish/maintain partnerships with community groups.
5. Assist in resource development activities to support and sustain cultural program.
6. Exercise leadership to assure safety and development of participants. When necessary, discipline in a fair manner and uphold club and school rules by utilizing guidance and discipline plan.
7. Ensure program areas are safe, well ventilated and well lit; and that equipment is maintained in good working condition.
8. Collect and record data and evaluation tools for the purposes of data entry as well as grant requirements. Includes any in-kind information and services provided by partners.
9. Create flyers/media print/newsletter articles, community list serve, and website/social media postings to promote and advertise cultural activities and events.
10. Purchase supplies and manage inventory of supplies/equipment for cultural program. Maintain proper storage of all supplies and equipment.
11. Facilitate community outreach for events and activities, keep community updated on events and activities.
12. Ensure the evaluation of Cultural program on a continual basis and ensures programs/activities respond to participant needs.
13. Oversee proper record keeping and/or grant reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
14. Ensure a productive work environment by participating in staff meetings and trainings.
15. Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.
16. Will work a non-traditional workday with some scattered hours.
17. Perform all other duties as assigned that are necessary to carry out the purpose of the organization.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit, stand and walk. Regularly, the employee must kneel, bend, push/pull, and be able to reach above shoulder level. The employee must occasionally lift and/or move up to 25 pounds; some projects may require assisting in moving additional, heavier items. The employee may be required to use hands for repetitive action such as simple grasping. The employee must be able to work nights and weekends and participate in activities provided to the youth.

POSITION REQUIREMENTS:

1. Associates Degree in related field preferred; a combination of education and directly relatable experience *may* be substituted on an individual basis.
2. Knowledge of traditional Native American values, teachings and language.
3. Knowledge of the history of Bay Mills Indian Community and Native American history in general. An understanding of the diversity of American Indian/Alaskan/Hawaiian Native communities and the issues they face.
4. Knowledge of the mission, priority outcomes, programs, and procedures of Boys & Girls Clubs.
5. Strong communication skills, both verbal and written.
6. Group leadership skills required, including thorough understanding of group dynamics and the ability to work with many different personality types.
7. Demonstrated organizational and project management abilities.
8. Must be available for a working interview at a time determined by management.
9. Ability to manage multiple tasks and to develop solutions to problems with limited supervision
10. Self-disciplined, takes initiative, remains focused in the face of pressure, and does not stagnate or become intimidated in the face of multiple tasks and time limitations.
11. Proven ability to work with efficiency, flexibility, and good humor
12. Proven ability to exercise tact and diplomacy in diverse settings.
13. Mandatory CPR and First Aid Certifications, or willing to obtain certifications. May be required to complete Mental Health First Aid Training.
14. Computer knowledge required.
15. Must maintain compliance with background check policy, which includes a pre-hire background check.
16. Must maintain compliance with the Tribe's drug testing policy, which includes pre-hire drug screen.
17. Must be able to travel when required.
18. Must have a valid driver's license with clean driving record. Applicant may be required to obtain Chauffeur's license.
19. Must have excellent past work and attendance record.
20. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: January 28, 2022 (4:30pm)

APPLY TO:

Applicant is required to submit **Resume & Application** to:
Erin Forrester; HR Generalist
Bay Mills Human Resources
12124 W. Lakeshore Dr.
Brimley, MI 49715
906-248-8526

****Failure to submit resume and application may result in applicant not being considered for the position****

****Applications can be found on the website at www.baymills.org under the employment section****