



Ho-Chunk Nation

Job Description



TITLE: Center Director		JOB CODE: CENT	
Government – Employee		EEO: 2	PAY GRADE: 15
Exempt	Flex	FUNDING SOURCE: NPD	HO-CHUNK PREFERENCE

“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

“This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207(c) and shall be subject to a background investigation as a condition of employment.”

POSITION OVERVIEW

The Youth Services Division Center Director has a primary goal of supervising the employees at the Youth & Learning Centers in the Youth Services Division which includes: the hiring and dismissing of employees as well as any due process and annual evaluations. They are responsible for the effective day to day operations at each of the Youth & Learning Centers and are responsible for funding requests and reconciliations for each of their centers. They also report information in accordance with the Division’s Standard Operating Procedures, Employee Relations Act and other Ho-Chunk Nation policies, procedures, codes, and laws monthly, quarterly, and annually. The Center Director is also responsible for creating an age appropriate setting for youth K-12 while providing transportation a nutritious snack and monitoring safety. Coordination between other departments and outside agencies is the responsibility of the Center Director. They also plan and implement procedures for the center in which they work.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Coordinate and supervise Youth Services Division employees at respective center on a daily basis.
2. Prioritize that all employees know the Youth Services Division Standard Operating Procedures, this should be done on a quarterly basis to create and maintain consistency throughout the division.
3. Assist employees in staff development according to their job descriptions upon hire and throughout their employment annually.
4. Using the annual evaluation tool, assist the employees in creating a professional development plan to help build skills, update skills, and strengthen confidence.
5. Maintain a contact log to be submitted monthly.
6. Develop and organize a timeframe for parents to register youth into the Youth Services Youth & Learning Centers on a yearly basis while keeping constant communication with parents on their current contact information and matters that require immediate attention.
7. Seek parental involvement on a weekly basis.
8. Compile a tracking system for all youth who register with the Youth Services Division Youth & Learning Centers on a yearly basis.
9. Request funding for center needs before the 15th of each month and reconcile funding expenditures by the 30th of each month.
10. Plan and implement a monthly calendar and snack menu with staff.
11. Communicate up to date information through emails, center face book pages, newsletters, mailings and phone calls regarding daily or monthly programming and events with parents and the general public.
12. Develop and review literature specific to their respective Youth & Learning Center to share with the general public on a quarterly or annual basis.



13. Coordinate with other relevant Ho-Chunk and non-Ho-Chunk departments and programs, as well as outside entities on a monthly, quarterly, and annual basis.
14. Provide leadership and exercise supervisory responsibility over assigned staff on a daily basis.
15. Develop and submit monthly, quarterly, and annual reports as requested.

JOB RESPONSIBILITY

Job Reports to	Youth Services Division Director
Leadership Accountability	Implements operating plans
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages work group within a subunit of a department
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with outside customers, interfaces with inside customers
Freedom to Act	Operates with significant independence, subject to general input from supervisor, subject to regular review by supervisor

MINIMUM QUALIFICATIONS

EDUCATION:

1. Bachelor's Degree in Social Services, Business, or Education is preferred.

ESSENTIAL:

1. Must adhere to all applicable confidentiality laws.
2. Must maintain a valid Wisconsin driver's license and insurance.
3. Must promote a positive, non-abusive, healthy lifestyle.
4. Must be drug free and substance free role model for Ho-Chunk youth.

EXPERIENCE:

1. Two (2) years' experience in program coordination and management.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Extensive knowledge of the Youth Services Division and its organizational structure.
2. Knowledge of the Ho-Chunk Nation culture, language, and traditions.
3. Must be able to work professionally and cooperatively with fellow employees, be self-motivated, and to provide structure.
4. Must possess knowledge of supervisory management and team building skills.
5. Must possess leadership qualities
6. Establish and maintain positive professional working relationships with youth, parents, and tribal services and outside entities.
7. Ability to present information to staff through various means of communicating.
8. CPR certified or must be certified within 90 days of hire.
9. Must be reliable, dependable, organized, self-motivated, show initiative, and have strong interpersonal skills.
10. Ability to communicate effectively both orally and in writing.
11. Must possess good decision-making skills.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Must know youth head count at all times.
3. Must have appropriate youth to staff ratio that is age appropriate.
4. Maintains a classroom and transportation safe and healthy work place conditions.
5. Must ensure safe and healthy work place at all events, activities and trips.



WORKING CONDITIONS

1. Office setting.
2. Classroom setting.
3. Transportation setting.
4. Large group setting.