



Job Posting: Life & Workforce Readiness Assistant

Department: Operations

Reports To: Workforce Readiness Director

Status: Part-Time

Salary: DOQ

Application Deadline: Open until filled

Position Summary:

The Boys & Girls Club of Lac Courte Oreilles is seeking a compassionate, motivated, and community-centered Workforce Readiness Assistant to support our teens in preparing for future careers, education, and leadership roles. This position supports youth in building practical job skills, strengthening confidence, and connecting career development with Anishinaabe values, community responsibility, and cultural identity. The Workforce Readiness Assistant will help deliver engaging programming that prepares youth for meaningful employment while honoring the traditions, strengths, and teachings of the Lac Courte Oreilles community.

Key Responsibilities:

- Program Delivery & Cultural Integration
- Assist in planning and facilitating workforce readiness and life skills programming for teens ages 14–21
- Deliver interactive workshops on:
 - Resume writing and job applications
 - Interview preparation
 - Workplace professionalism and communication
 - Financial literacy and money management
 - Leadership and teamwork
 - Digital literacy and career exploration
- Support youth in setting personal, academic, and career goals
- Integrate culturally responsive practices that reflect Anishinaabe teachings, community values, and respect for elders and tribal leadership
- Encourage youth to see career success as connected to community wellness and sovereignty

Mentorship & Engagement:

- Build positive, trusting relationships with youth
- Mentor teens in developing soft skills, self-advocacy, and leadership qualities
- Provide individualized support to youth navigating academic challenges, employment barriers, or confidence-building needs
- Promote a safe, inclusive space where youth feel valued and heard.
Community, Tribal & School Partnerships
- Collaborate with local schools, tribal departments, community organizations, and employers to create meaningful workforce experiences
- Coordinate job shadowing, internships, field trips, guest speakers, and career exposure opportunities
- Serve as a liaison between youth, families, the Club, and community partners
- Support connections to tribal employment opportunities and local workforce development initiatives

Program Operations & Reporting:

- Maintain accurate attendance, activity logs, and outcome tracking documentation
- Assist with grant-related data collection and reporting requirements
- Help prepare materials, supplies, and program spaces
- Contribute ideas to strengthen programming and continuously improve services

Safety, Ethics & Compliance:

- Model professionalism, integrity, and cultural humility
- Maintain a safe, respectful, and welcoming environment for all youth
- Follow Boys & Girls Club safety protocols, confidentiality standards, and mandatory reporting requirements
- Uphold trauma-informed and youth-centered best practices
- Perform other duties as assigned

Qualifications:

- High school diploma or equivalent required; some college coursework, vocational training, or relevant certifications preferred
- Experience working with youth in education, tribal programs, workforce development, or mentoring settings preferred
- Strong communication, facilitation, and relationship-building skills

- Ability to work independently and collaboratively
 - Basic proficiency with Microsoft Office or Google Workspace
 - Must pass all required background checks
 - Valid driver's license preferred
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Skills & Competencies:

- Commitment to youth development and cultural enrichment
 - Ability to integrate LCO teachings and values into daily programming
 - Strong organizational skills and adaptability to work with diverse staff, volunteers, and community members
 - Dedication to creating an inclusive environment that respects all identities and abilities
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Work Environment:

- Work is primarily based at the Club, with frequent engagement in local schools, community organizations, partner sites, and off-site events.
 - Ability to stand, walk, run, and actively participate in sports and recreational activities
 - Ability to lift, carry, and set up equipment safely
 - Willingness to participate in outdoor programs in varying weather conditions, honoring the Ojibwe connection to land and nature
 - Flexible part-time schedule (includes evenings and some weekends depending on Club operations)
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Equal Opportunity Employer Statement:

The Boys & Girls Club of Lac Courte Oreilles is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

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.