



Employee Job Description		
Position Title: Maple Plain Community Coordinator		
Position ID #		
Facility: Maple Plain Community Center		
Job Family: MP Community Center	Comp Grade: C - 1	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary: Plan and coordinate family events and activities. Communicate information to the community from all other communities and Tribal Center. This position coordinates resources to community members when special situations arise. Establish and plan fundraising efforts and be available for programming.

Essential Functions: Coordinate with community members to ensure that their basic needs are met. Ensuring that proper resources are available for elders or other community members. Be culturally aware and take any trainings available to you.

Job Duties:

- Light housekeeping.
- Seasonal community activities – Assist with set up and clean after event. Examples include (not limited to): Christmas party and Halloween party.
- Be flexible and participate in all event planning and activities
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Preferred Qualifications:

- High School Diploma, General Education Diploma, or High School Equivalency Diploma
- Valid driver's license or working toward this and reliable transportation.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

The offer is conditional based on confirmation that the candidate meets all specific criteria required (background check, driver's insurability verification, references, identity verification, and other applicable requirements).

Supervisor Printed Name

Supervisor Signature

Date

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.