



Employee Job Description		
Position Title: Round Lake Community and Cultural Coordinator		
Position ID #		
Facility: Round Lake Community Center		
Job Family:	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.
- 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.

Type of Supervisory Responsibilities: N/A

Supervisory Responsibilities: Use to list any expected, or N/A

Directly Reporting to: Admin Assistant - Round Lake

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors: OE-Typical Office Environment: (Accountant, Administrative Assistant, Consultant, And Program Manager) – Examples listed below:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications:

- Proficiency level typically gained through a combination of high school diploma.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

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

EEPID	Employee Printed Name	Employee Signature	Date
Charity M Rogers	Charity M Rogers	1/23/2023	
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.