



*Pride of the Ojibwe  
13394W Trepania Road  
Hayward • Wisconsin • 54843  
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209*

## **« Job Announcement »**

### **LCO Community Wellness & Recreation Center Executive Director of Operations**

Posting Date: April 28, 2021  
Closing Date: Open Until Filled  
Terms: Permanent, Full-time, with Benefits  
Salary Range: Negotiable

#### **Position Description:**

The Executive Director of Operations shall be responsible for the complete oversight of the Wellness and Recreation Center. The general responsibilities shall include the following areas:

1. Oversight of the design, development, and construction of the physical plant.
2. Supervision of the development, scheduling, and implementation of all youth and adult wellness and recreational programs to be included.
3. Development and internal control of the complete annual budget.
4. Supervision of the accounts receivable and payables.
5. Recruitment, retention, and training for all employees.
6. Development and enforcement of employee evaluation programs.
7. Oversight of employee work hours, leaves, schedules, and attendance.
8. Supervision of the total facility operations and maintenance program.
9. Oversight of the marketing, advertising, and dissemination of all programs and activities information.
10. Development of employee handbooks and oversight of employee assistance programs.
11. Administration of professional development for employees.
12. Develop and supervise the public requests and use of the facilities and programs.
13. Enforce all Tribal Government rules, laws, ordinances, and expectations.
14. Communication of monthly and annual programs and financial reports to the TGB.

**Qualifications:**

The ideal candidate shall demonstrate or possess the following qualifications:

1. Minimum of a Bachelor's degree preferred in Administration.
2. Demonstrate the ability to function in an upper management environment. CEO experience desired.
3. Extremely strong organizational skills are mandatory.
4. Experience and ability to develop and administer a multi-million dollar budget.
5. Proven track record of successfully supervising a large number of employees and a large number of activities in operation simultaneously.
6. Possess a knowledge of and personal lifestyle symbolic of wellness and recreation.
7. Must have strong written and verbal communication skills and be capable of getting along with diverse groups of people with different interests.
8. Background in working with and developing programs for youth.
9. Knowledge and experience with an aquatics program.
10. Knowledge and experience working with building operations and maintenance.
11. Experience with external vendors and programs.
12. Experience in long-range planning and goal setting.
13. Proficient in evaluating employees and motivating their performance.
14. Computer technology experience.
15. Must be able to pass a background check.
16. Must be able to pass a pre-employment drug screen.

**APPLICATION PROCEDURE:**

Submit completed **LCO Employment Application including Release and Authorization Form** (available upon request or on the Tribe's website) along with a **cover letter, resume** and at least **three (3) letters of reference**. Certificate of Good Standing in each jurisdiction where licensed and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government  
ATTN: Human Resource Department  
13394 W. Trepania Road  
Hayward, WI 54843  
Fax (715) 634-4797  
HR Fax (715) 699-1209  
[doreen.debrot@lco-nsn.gov](mailto:doreen.debrot@lco-nsn.gov)  
[caroline.yellowthunder@lco-nsn.gov](mailto:caroline.yellowthunder@lco-nsn.gov)**

*Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.*