

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Recreation Manager
Department: Recreation
Reports To: Education Director
Status: Hourly

SUMMARY: Coordinates prevention activities that provide alternatives to drug and alcohol usage. Provide educational activities that are vital to assisting the tribal community in understanding the value and importance of staying drug and alcohol free. This position has an unconventional work schedule. Hours will be modified on a weekly basis to accommodate activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management and Supervisory Duties

- Develop, enhance, promote, plan, and implement the Sauk-Suiattle Indian Tribe's recreation program.
- Facilitate meetings in collaboration with the Recreation to develop the SSIT recreation and activity plan, that includes, but is not limited to drug and alcohol free events, educational activities that promote a drug and alcohol free lifestyle, softball tournament, annual celebration and Pow Wow, exercise activities and other tribally sponsored events.
- Develop and implement program policies and procedures that include, but are not limited to a process for suggestions from the community as well as community member inquiries and complaints about recreation programs and services.
- Provides monthly and quarterly written reports as needed for DASA.
- Selects, develops, and supervises paid and volunteer staff.
- Prepares budget and directs expenditure of department funds. Maintains department records.
- Develops grant proposals related to recreation activities and events and prepares necessary applications for submission for same.
- Markets and promotes recreation program to public and maintains cooperative planning and working relationships with allied public and voluntary agencies.
- Maintains accurate master calendar for all activities.
- Ability to interact on a professional level with local and regional organizations, communities, and county offices and collaborate with same, if appropriate.

DASA Activities

- Coordinate youth activities that promote a drug and alcohol free lifestyle.
- Develop educational programs that promote an understanding of the importance of living drug and alcohol free.
- Data entry into the State DASA information and reporting system as needed.
- Complete background checks on all chaperones.
- Develop planning and budgeting.

Recreation Activities

- Keep all recreational areas clean, useable, and professional.
- Coordinate the set-up and break down functions for events and activities.
- Monitor facility use by individuals and groups to ensure conformance with established policies and procedures.
- Report unusual occurrences such as theft, vandalism, illness, and drug and alcohol related problems to the Health & Social Services Director.
- Enforce facility rules.
- Provide assistance, information and clarification regarding facility usage and rules governing its use.
- Maintain facility use records such as sign in sheets with date and name.
- Conduct room inspection prior to events to ensure cleanliness, temperature and lighting.
- Determines equipment and supply needs for scheduled events.
- Establishes rapport and maintains communication with facility users to ensure all needs are met.
- Have knowledge of sports equipment and clothing used in sports such as: basketball, volleyball, tennis, gymnastics, track and field. Store athletic equipment for daily and seasonal use.
- Issue and insure retrieval of athletic equipment and clothing from individuals, teams, and faculty for various sports. Follows up on equipment and clothing not returned or lost.
- Reports needed repairs to appropriate department Director.
- Remains aware of the facility environment including HVAC, lighting and cleanliness and reports any problems to the appropriate Director.
- Other duties may be assigned.

Education and/or Experience

Minimum High school diploma; AND minimum of five years experience in planning and organizing community oriented activities and/or training; or equivalent combination of education and experience; AND minimum of five years experience in developing and managing budgets.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

Must have a valid driver's license; be insurable, and able to be bonded with a commercial driver's license (CDL preferred w/bus driver endorsement).

Other Qualifications

Must be able to travel. CPR/First Aid and Blood Borne Pathogen training.

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Culturally Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN PREFERENCE APPLIES