

# Sauk-Suiattle Indian Tribe

## Job Description

Job Title: Cultural/Recreation Activities Assistant  
Department: Cultural Resource Department  
Reports To: CRAD Coordinator  
Status: Hourly  
Approved By: Ronda Metcalf, General Manager  
Approved Date: 1/3/2018  
Open: 1/10/18-1/24/18

**Summary:** *The primary responsibility of the Cultural Recreation Activities Assistant is to maintain the cultural recreation activities calendar, answer phones and direct messages, process mail, maintain department files, and provide administrative support for the Cultural Recreation Activities Program. Answer, screen and forward telephone calls, Record and relay information, Send and process invoices, Perform clerical duties, provide administrative support such as filing and sorting and distributing mail. Serve as chaperone and driver for program activities and events.*

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Provide basic information to service population about activities and events,
- Performs Data entry and Maintain records of the Cultural Recreation Activity Programs – Correspondence and purchase vouchers
- Answers phone, records messages, routes calls, and directs members to appropriate program service or department as may be needed.
- Performs typing of basic correspondence under the direction of the Cultural Recreation Activities Program Coordinator.
- Assists staff with completing Purchase Vouchers for travel and acquisitions
- Assists with Sauk Suiattle ceremonial activities
- Maintains the program calendar of meetings, trainings, events, activities, and routes them to GM Administrative Secretary or CRD Director as may be requested.
- Corresponds with Cultural Recreation Activities Staff to turn in timely timesheets, purchase vouchers, and receipts
- Participates in Lushootseed language classes and agrees to achieve Level 1 to teach Lushootseed to serve as back-up instructor to Daycare ECEAP

- Gathering cedar, roots, berries, wood, and other cultural resource products.
- Participate in processing of canning or drying fruit and meats, preparing kits for cultural workshops.
- Teaches cultural workshops on various topics – sewing, knitting, crocheting, beading, weaving, or processing cedar.
- Other duties as assigned.

### **Supervisory Responsibilities**

This job has limited supervisory responsibilities to coordinate the work load with the Cultural Recreation Activities Program staff.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- High School diploma or GED.
- Must have good working knowledge of child and youth development.
- Must have at least one year of administrative clerical support experience.
- Must have strong organizational skills.
- Must have understanding of filing of records for maintenance or storage.
- Must have Word and Excel knowledge or have taken courses in Microsoft Office
- Business Equipment and Computer Applications: Windows, General office equipment, Electronic mail, Word processing software, Spreadsheet software, Accounting software, Database software, Presentation software, Internet browser
- Typing (Words Per Minute): 40 – 60 wpm
- Reading text, Document use, Numeracy, Writing, Oral communication, Works with others, Problem solving, Decision making, Critical thinking, Job task planning and organizing, Significant use of memory, Finding information, Computer use, Continuous learning
- Applicant must have at least one-year office computer experience
- Must be enrolled in our Lushootseed Language studies program.
- Must be willing to spend substantial time outdoors to do cultural resource gathering, ceremonial activities, and coordination

### **Mathematical Skills**

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Word Processing and Spreadsheet Software. Must be willing to learn how to use computer software for recordings, like audacity and other digitized systems; computerized scanning and records storage; field transcription of oral history recordings and photography or slides. Must be willing to learn and develop skills for the use of audio and recording equipment.

### **Certificates, Licenses, Registrations**

Current Washington State driver's license required. First Aid, CPR and Blood Borne pathogens training required. Child and youth development knowledge and skills.

**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 workplace, while filled with opportunities for growth, has moments of stress related forces. The employee must be able to endure emotionally charged communications. 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**

**SAUK SUIATTLE TRIBAL MEMBER PERFERRED**