

JOB ANNOUNCEMENT

TITLE: Recreation Supervisor (Full-Time)
SALARY: \$9.50 per hour (Non-Exempt)
DATE OPEN: August 28, 2020
DATE CLOSED: September 7, 2020

DEFINITION:

Under the daily supervision of the Recreation Director and in their absence, under the supervision of the Administrator. The incumbent will assist the Recreation Director in planning and implementing activities in and around the Elko Indian Colony Gymnasium.

TYPICAL DUTIES:

Duties include but not exclusive to the following:

- Assist the Recreation Director in developing and organizing activities with Elko Colony Youth in coordination with other Tribal and Non-Tribal resources.
- Must be able to motivate youth to participate in planned and scheduled activities.
- Assist the Recreation Director in promoting, managing, and coordinating programs including special and nonathletic activities.
- Assist the Recreation Director with daily inventories on recreational equipment and supplies.
- Must be able to maintain participation and equipment check in/out logs.
- Assist the Recreation Director with supervising J.O.I.N and Native Workforce workers.
- Must be able to supervise and maintain workers and activities at the gym in Recreation Director's absence.

- Must be able to communicate with the community regarding upcoming activities, as well as outside businesses to coordinate functions at the gym in Director's absence.
- Must be able to provide written or verbal reports as requested by supervisor.
- Responsible for the cleanliness of the gym, i.e., sweeping, cleaning offices, weight rooms, concessions, bathrooms, and keeping the outside area of the gym clean of all debris and trash.
- Required to attend called council meetings as well as any meetings deemed necessary by the ATTG Specialist, Administration and Elko Band Council.
- ***REQUIRED TO PERFORM ALL OTHER DUTIES AS ASSIGNED***

MINIMUM QUALIFICATIONS:

- Must have the ability to supervise, organize and direct participants during activities.
- Must have strong written and verbal skills to give reports as required.
- Must have the ability to communicate effectively with the public, youth and staff without prejudice.
- Must have the ability to take authority over certain situations when left in charge.
- Must be willing to work flexible hours (weekends, holidays, evenings, etc.)
- Must be physically capable to participate and lead programs and activities with the youth.
- Must have basic knowledge of Basic First Aid or be willing to be trained.
- Must have a valid driver's license.
- **Must provide current DMV Driving Record**
- Must be able to accept responsibility for performing duties delegated without constant supervision.
- Must be a self starter and highly motivated.

- Maintenance knowledge preferred.

EDUCATION AND EXPERIENCE:

- Must have a high school diploma or have successfully completed the G.E.D. program.
- Must have at least one (1) year experience working with youth between the ages of five (5) and seventeen (17) years of age.

INDIAN PREFERENCE:

Preference in filling vacancies is given to qualified Indian candidates on accordance with the Indian Preference Act (Title 25, U.S. Code, Section 4722 and 473). However, the Elko Band Council is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964, amended in 1991.

APPLICATIONS:

Applications may be obtained at the Elko Band Administration Office located at 1745 Silver Eagle Drive or you can download an application from elkobandcouncil.com. Any questions regarding job openings or the application process contact Elko Band HR by calling (775) 738-8889.

INCOMPLETE APPLICATIONS WILL BE DENIED. You must submit a copy of valid drivers license and driving record with your application or it will be considered incomplete.