



ELKO BAND COUNCIL

*** JOB ANNOUNCEMENT ***

TITLE: Recreation Aide PART-TIME (30 hrs. a week)
SALARY: \$11.00 PER HOUR
DATE OPEN: February 24, 2022
DATE CLOSED: March 04, 2022

DEFINITION:

The incumbent will assist the Recreation Director in implementing the activities in and around the Elko Indian Colony. This position is under the direct supervision of the Recreation Director.

TYPICAL DUTIES:

- Duties included but not exclusive to the following:
- Supervise youth during scheduled activities
- Instruct a variety of recreational and play activities
- Monitor attendance and participation of all acts
- Lead exercises and activities and maintain safety and discipline during the activity
- Encourage social development through cooperative interaction among all participants
- Responsible for keeping gym in a clean, safe, and sanitary condition
- Must have clerical skills, and knowledgeable of computer programs like word, excel, power point etc.
- Will be required to assist with office duties.
- **PERFORM ALL OTHER DUTIES AS ASSIGNED**

JOB REQUIREMENTS:

- Be willing to be trained and attend all training sessions required
- Must be physically capable of participating and actively lead programs and activities
- Able to work with community members
- Must have a valid driver's license
- **Must Provide current DMV Driving Record**
- CPR/First Aid Certification or can obtain one

QUALIFICATIONS:

- Must have knowledge of various recreational activities and games
- Must have ability to understand and execute oral and written instructions
- Must be able to accept responsibility of performing duties as delegated without constant supervision
- Must have a high school diploma or equivalent

INDIAN PREFERENCE:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). Preference will be given to qualified Elko Band Enrolled members first, in accordance with the Elko Band Personnel Policy. However, the Elko Band Council is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of the Section 703 (1) of the Title VII of the Civil Rights Act of 1964, as amended in 1991.

APPLICATIONS:

Applications may be obtained from Elko Band Administration Office located at 1745 Silver Eagle Dr. Elko, NV 89801. Any questions regarding job openings or the application process contact Elko Band HR by calling (775)-738-8889.

Any Incomplete applications will be denied. You must submit a copy of valid driver's license and driving record with your application or it will be considered incomplete.