



Yurok Tribe

Job Description

JOB TITLE:	Recreation Coordinator		
JOB GRADE:	7/8	REPORTS TO:	Parks & Recreation Manager
STATUS:	Non-Exempt	LOCATION:	Klamath
DEPARTMENT:	Parks & Recreation	DIVISION:	Community Development
ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE			
SALARY RANGE:	\$22.70-\$32.47		

POSITION SUMMARY:

Under the direction of the Parks & Recreation Manager, the Recreation Coordinator participates in planning, scheduling, coordinating, implementing, promoting, and overseeing recreational programs, the community center facilities, and special events. This position is in direct contact with Yurok Tribal members and plays a vital role in serving the community and creating a positive impression through recreational activities.

DUTIES AND RESPONSIBILITIES:

1. Ensure that recreation facilities are operated and maintained effectively.
2. Organize facility schedules; ensure facility policy and regulations are adhered to at all times.
3. Plans and develops sports recreational programs.
4. Assesses recreation needs of the community and ensures events are made available to all community members.
5. Evaluate the effectiveness of programs and identify areas where new programs are needed.
6. Research sports and recreational programs and discover funding sources.
7. Gain access to funding and prepare funding proposals.
8. Ensure a variety of sport, recreation and cultural programs are planned and implemented.
9. Ensure recreation information is available to community members.
10. Performs receptionist functions including answering the phone, scheduling meetings, maintains facilities calendar, and responds to general inquiries. Implement recreation programs to ensure that residents have access to sport, recreation, and leisure activities.
11. Meet with the Recreation Board once a month or as needed.
12. Supervise and lead activities, particularly for youth and elders.
13. Recruit, train, and oversee volunteers.
14. Administer recreation programs to ensure that programs are delivered within guidelines and budgets.
15. Be familiar with policies, procedures and rules about sport, recreation, cultural activities, events, and competitions.
16. Coordinate an active community relations campaign to promote recreational and cultural programs to maintain a healthy lifestyle.
17. Performs other related duties as assigned.

EDUCATION/EXPERIENCE:

1. G7: Bachelor's degree in related field with one year job specified experience, preferred not required.
2. G8: Bachelor's degree in related field with two years job specified experience, preferred not required.
3. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
4. Candidates with equivalent combinations of education, training and experience will be considered.

MINIMUM QUALIFICATIONS:

1. Management and operation of recreation facilities and equipment a must.
2. Events coordination, planning and an understanding of the cultural environment.
3. Knowledge of emergency procedures, First Aid, and CPR.
4. Team and management skills.
5. Financial management skills, supervisory skills, and strategic planning skills.
6. Computer skills including the ability to operate an online calendar and word processing programs at a proficient level.
7. Effective written communications skills including the ability to prepare reports.
8. Effective public relations and public speaking skills.
9. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

SUPERVISORY RESPONSIBILITIES:

Performs the full range of supervisory duties and responsibilities. Plans work of subordinates based on priorities, nature of assignment. Develops work performance plans and evaluates performance of subordinates. Provides advice, instruction, and guidance to subordinates on work and administrative matters. Effects minor disciplinary actions and determines developmental training needs of employees.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 Code of Federal Regulations Part 63 – Indian child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.

WORK ENVIRONMENT:

The work environment temperature can fluctuate between 40-90 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities. There are many distractions, and the noise level can escalate.

LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods of standing and constant movement. The employee must lift and/or move up to 50 pounds often.

VISION REQUIREMENTS:

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description and understand the requirements. This job description’s duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

Employee Signature

Date

Employee #

Supervisor Signature

Date