



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Recreation Assistant		
<b>JOB GRADE:</b>	5/6	<b>REPORTS TO:</b>	Recreation Coordinator
<b>STATUS:</b>	Non-Exempt	<b>LOCATION:</b>	Klamath
<b>DEPARTMENT:</b>	Parks & Recreation	<b>DIVISION:</b>	Community Development
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$18.78-\$26.97		

### **POSITION SUMMARY:**

Under the direction of the Recreation Coordinator, the Recreation Assistant will assist 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 environment.

### **DUTIES AND RESPONSIBILITIES:**

1. Greet and assist those visiting the community center.
2. Performs receptionist functions including answering the phone, scheduling meetings, maintains calendar, and responds to general inquiries.
3. Process and distribute deliveries; arrange pick-up and deliveries as necessary.
4. Field and respond promptly to inquiries via telephone, e-mail, written correspondence, or in person requests; follow through on various requests and/or refer to Recreation Coordinator.
5. Process print jobs, scanning and faxing as general office support.
6. Assist in the set up and breakdown for any events at the community center as needed.
7. Assist with coordination, planning, scheduling, and promoting community events.
8. Maintains current and accurate activities calendar.
9. Motivates community to participate in planned activities and events.
10. Perform effectively in situations requiring emergency action.
11. Assist with keeping community use policies and rules updated and available to community.
12. Communicates and posts the activities calendar for the community.
13. Performs other related duties as assigned.

### **EDUCATION/EXPERIENCE:**

1. G5: Highschool diploma or GED with two years specified experience.
2. G6: Highschool diploma or GED with three years specified experience.
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. One - two years of customer service experience.
2. Knowledge of and proficiency in Microsoft Office products (Word, Excel, Outlook, and Publisher).
3. Computer skills that include the ability to operate an online calendar.
4. Proficient in operating general office equipment (copier, fax, phone, etc.).
5. Ability to understand and carry out verbal and written directions.
6. Knowledge of typical business correspondence, (grammar, structure, punctuation, spelling, etc.).
7. Ability to communicate effectively with the youth, parents, and recreation staff.
8. Professional communication skills, (phone, interpersonal, written, verbal, etc.).
9. Ability to maintain a positive, cordial relationship with Tribal members, co-workers and the general public.
10. Ability to perform administrative tasks, work without supervision, and work cooperatively with other staff members.
11. Ability to handle multiple tasks simultaneously, to establish priorities, and meet deadlines.
12. Confidentiality and discretion in the performance of all duties and responsibilities.

- 13. Knowledge of emergency procedures, First Aid, and CPR preferred.
- 14. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**SUPERVISORY RESPONSIBILITIES:**

This position has no direct supervisory responsibilities.

**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