

JOB ANNOUNCEMENT

POSITION: Female Sports Coordinator

PROGRAM: Recreation

SUPERVISOR: Human Development Center Events/Recreation Coordinator

SALARY RANGE: \$ 16.96 per hour (Grade: 13, Step: 03)

LOCATION: Human Development Center

CLASSIFICATION: Non-Exempt

LOCATION: Owyhee, Nevada

OPENS: January 3, 2024

CLOSES: OPEN UNTIL FILLED

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES.

SUMMARY OF FUNCTIONS:

Special Considerations: (1) This position is subject to initial and random drug testing and professionally –conducted background check as the person will be working with the children and driving a Tribal Vehicle. (2.) This position requires a flexible schedule and will include duty on holidays, evenings, and weekends. (3.) This position may require working in temperatures exceeding 90 degrees F. and below 32 degrees F. and working in the presence of pollen, poisonous insects and plants.

JOB SUMMARY

Will work under the direct supervision of the Tribal Health Educator, assisting in various recreational activities sponsored by the Shoshone-Paiute Tribes Recreation Program

MAJOR DUTIES AND RESPONSIBILITIES

1. Chaperone and supervise youth at the H.D.C. or on scheduled field trips or outings, on and off the Reservation.
2. Will monitor and mentor female youth participants.
3. Stimulate and motivate youth to participate in recreational activities or experiences.
4. Communicate and interact with youth in a positive manner.
5. Enforce H.D.C. Building rules and youth code of conduct.
6. Administer first aid if necessary.
7. Participate in scheduled activities or special groups as needed to ensure effective learning of sports or games.
8. Clean or maintain the H.D.C. building as needed or required.
9. Maintain recreational supplies or equipment.
10. Will update information and maintain marquee schedule.
11. Assist the Health Educator with Prevention activities as needed.
12. Perform other related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

1. Must have a High School Diploma or have successfully completed the G.E.D. Program.
2. Must have at least one (1) year experience working with youth between the ages of five (5) and seventeen (17) years of age.
3. Must have a valid Idaho or Nevada driver's license.
4. Ability to communicate effectively with staff and/or youth.
5. Must have a high degree of patience and understanding with youth.
6. Must have knowledge of Basic First Aid.
7. Must be able to tolerate noise, confusion or other uncomfortable conditions.
8. Must have the ability to take authority over certain situations for disciplinary reasons or actions.
9. Must be willing to work flexible hours (Weekends, Holidays, Evenings, etc.).
10. Must be willing to coach and supervise individuals and team sports.
11. Must be willing to assist with prevention activities for the youth.