

# JOB ANNOUNCEMENT

**POSITION:** Sports Coordinator

**PROGRAM:** Recreation

**SUPERVISOR:** Human Development Center Events/Recreation Coordinator

**SALARY RANGE:** \$20.25 per hour (Grade 16, Step 02)

**LOCATION:** Human Development Center, Owyhee NV

**OPENS: June 30, 2026**

**CLOSES: July 14, 2026**

**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.**

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. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-**

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**SPECIAL CONSIDERATIONS:** This individual works in patient and emergency situations requiring mental alertness and in the course of their employment, regularly comes into contact with children. This individual operates Tribal vehicles and/or equipment on a regular basis

## **JOB SUMMARY**

Will work under the direct supervision of the HDC Event/ Recreation Coordinator assisting in various recreational activities sponsored by the Shoshone-Paiute Tribes Recreation Program

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Supervising/overseeing HDC sponsored activities for youth and adults at the HDC on field trips or outings, on and off the Reservation.
2. Will monitor and mentor all 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 HDC Building rules.
6. Administer CPR as needed.
7. Participate in scheduled activities or special groups as needed to ensure effective learning of sports or activities.
8. Assist HDC Coordinator in coordinating activities and events for youth and adults.
9. Clean and maintain the HDC building as needed or required.
10. Maintain and store away recreational supplies or equipment.
11. Assists other programs with prevention activities as needed.
12. Performs 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 two (2) years of experience working or volunteering with youth between the ages of five (5) and seventeen (17) years of age.
3. Must have a valid 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 or be willing to be certified in CPR within three (3) months of hire.
7. Must be able to tolerate noise, confusion or other uncomfortable conditions.
8. Must have the ability to take authority over certain situations and administer rules and regulation disciplinary reasons or actions.
9. Must be willing to work flexible hours (Weekends, Holidays, Evenings, etc.).
10. Must be willing to supervise individual and team sports.
11. Must consent to a background check.
12. Must meet the physical demand of; pushing, pulling, bending, and lifting up to 60 lbs.

**SPECIAL CONSIDERATIONS:** This position requires a flexible schedule and will include duty on holidays, evenings, and weekends. 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.