

## **JOB ANNOUNCEMENT**

**POSITION:** Male Sports Coordinator

**PROGRAM:** Recreation

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

**SALARY RANGE:** \$ 16.96 per hour (Grade: 14, Step 01)

**CLASSIFICATION:** NON-Exempt

**LOCATION:** Owyhee, Nevada

**OPENS:** August 25, 2023

**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.**

**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 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 H.D.C. or on field trips and outings, on and off the Reservation.
2. Will monitor and be mentor to 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 H.D.C. 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 H.D.C. 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 one (1) year's 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 or be willing to be certified in CPR.
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 individuals and team sports.
11. Must consent to a background check.