



LOWER ELWHA KLALLAM TRIBE

Job Description

Recreation Assistant

OVERVIEW: Assists in planning and coordinating activities for all members of the tribal community/public and maintaining tribal gymnasium daily. This would include working evenings and weekends. Promote and ensure safety in for participants.

WORK LOCATION:	Lower Elwha Klallam Tribe Gymnasium and Community
SUPERVISED BY:	Recreation Supervisor
POSITION STATUS:	Full-time or Part-Time
SALARY LEVEL:	Level 7, Step A \$10.26 hour
WORK SCHEDULE:	30 to 40 hrs. per week; w/ 30 minutes lunch time/work schedule to be determine by supervisor

ESSENTIAL FUNCTIONS OF JOB:

- ◆ Plan and conduct recreational activities for tribal community members of all ages and local community.
- ◆ Prepare facility for planned events; which may involve evening shifts and weekends.
- ◆ Ensure facility is maintained and safe procedures are followed (includes opening and closure of facility daily).
- ◆ Must be responsible in cleaning gymnasium facility; sweep and mop floor, cleaning locker rooms, men and women restrooms.
- ◆ Must be responsible for upkeep of routine maintenance of the recreation vans (like cleaning interior, exterior of vans).
- ◆ Monitor recreational events.
- ◆ Advertise upcoming events.
- ◆ Assist in maintaining sporting equipment (balls, exercise equipment, etc.); keeping inventory monthly.
- ◆ Perform clerical duties as needed; answer inquiries on upcoming events.
- ◆ Assist in training staff to conduct events and safety procedures (apply resuscitation techniques when necessary)
- ◆ Complete reports for injury, accidents and other incidents.
- ◆ Individual must be responsible in supervising children, young adults, etc. in the daily work.
- ◆ Individual should be able to complete assigned projects in a timely manner and work with little supervision
- ◆ Other duties relevant to job as assigned by Recreation Supervisor.

MINIMUM QUALIFICATIONS:

- ◆ High School diploma or GED; or work experience equivalent
- ◆ Current Washington State driver license and insurable under State of Washington
- ◆ Current First Aid/CPR cards or be able to obtain within 30 days of hire.

- ◆ Must have clerical and organizational skills; including typing and basic computer skills.
- ◆ Must have experience in working with youths of all ages and others in the community.
- ◆ Must have knowledge of proper use of protective wear when cleaning with chemicals.
- ◆ **Must pass Background Check**
- ◆ Must be self-motivated; and flexible in work schedule which will include working evening shifts or weekends.
- ◆ Must be dependable and prompt in work attendance daily
- ◆ Must be able to operate equipment and machinery in a safe and cautious manner.
- ◆ Must be able to work under pressure.

Knowledge, skills, abilities required by position

- ◆ Ability to work independently and in a team; and with little supervision.
- ◆ Ability to self-motivate and able to motivate others
- ◆ Ability to follow department and Tribal policies and procedures.
- ◆ Ability to follow instructions and adhere to prescribed routines and practices.
- ◆ Ability to follow oral and written instructions
- ◆ Must have ability to be able to have cleaning efficiency and attention to detail.
- ◆ Must have leadership skills.
- ◆ Knowledge of use of maintenance equipments and work safely.

PHYSICAL REQUIREMENTS:

- ◆ Must be able to lift up to 50 pounds.
- ◆ Must be able perform within an office setting requiring sitting, standing, walking, stooping, bending, kneeling, crouching, reaching, pushing, twisting.
- ◆ Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversations and to speak.
- ◆ Requires sitting for long period in transporting youths, etc.

OTHER CONSIDERATIONS:

- ◆ Must abide by the Lower Elwha Klallam Tribe personnel policies and procedures and the Drug and Alcohol policy
- ◆ **Requires UA testing prior to employment.**

As with all positions of the Lower Elwha Klallam Tribe this position is Indian Preference in hiring, in Accordance with P.L. 93-638.

OPENING DATE: February 3, 2012 **CLOSING DATE:** February 17, 2012

CONTACT: Human Resource Department

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