

**SHOALWATER BAY INDIAN TRIBE
JOB DESCRIPTION**

Job Title: Recreation/Gym Assistant
Department: Recreation
Reports To: Tribal Administrator
FLSA Status: Non-exempt
Prepared By: Human Resources
Prepared Date: 5/08
Approved By: Tribal Administrator
Approved Date: 5/08

SUMMARY: Assists in planning, organizing, and directing tribal, public and voluntary recreation programs at the recreation/gym building, indoor center, performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in planning, implementing, initiating, coordinating and monitoring a program of athletic and recreational activities which meets the needs of people of all ages, interest and abilities.
- Conducts and actively participates in scheduled athletics and recreational activities.
- Assists in scheduling maintenance and use of facilities.
- Assists in scheduling recreational programs and activities.
- Oversee and monitor the gym and other recreational activity areas.
- Observe and enforce all rules and regulations of the facility and activity areas.
- Disperse recreational equipment to patrons.
- Keeps assigned areas, equipment and supplies neat, orderly and clean.
- Assists in supervising facility use during open hours.
- Opens and closes the assigned areas as needed.
- Cooperates with recreation and non-recreational personnel.
- Must be willing to work evenings and/or weekends when requested and/or required.

SUPERVISORY REQUIREMENTS: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Manages difficult or emotional customer situations. Responds promptly to customer needs. Solicits customer feedback to improve service. Responds to requests for service and assistance. Meets commitments.

Interpersonal Skills – Focuses on solving conflict, not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others ideas and tries new things.

Oral Communication – Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Participates in meetings.

Written Communication – Writes clearly and informatively. Edits work for spelling and grammar. Varies writing style to meet needs. Present numerical data effectively. Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities. Exhibits objectivity and openness to others views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone’s efforts to succeed.

Quality Management – Looks for ways to improve and promote quality. Demonstrates accuracy and thoroughness.

Ethics – Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds organizational values.

Judgment – Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasons for decisions. Includes appropriate people in decision-making process. Makes timely decisions.

Planning/Organizing – Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Develops realistic action plans.

Professionalism – Approaches others in a tactful manner. Reacts well under pressure. Treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions. Follows through on commitments.

Quality – Demonstrates accuracy and thoroughness. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.

Dependability – Follows instructions, responds to management direction. Takes responsibility for own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative – Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for and offers help when needed.

Attendance/Punctuality – Is consistently at work and on time.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent changes, delays, or unexpected events.

Safety and Security – Observes safety and security procedures; uses equipment and material properly.

EDUCATION and/or EXPERIENCE: High School Diploma or General Education Degree (GED); and one to two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS: Current, valid Washington State Drivers License. Current First Aid and CPR card.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand and walk. The employee is frequently required to use hands to finger, handle, feel, reach with hands and arms; stoop, kneel, crouch, or crawl; talk and hear. The employee may occasionally be required to crawl under buildings, and walk above ceilings in confined spaces. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Common Recreational/Gym (athletic/physical) environment.

AT-WILL EMPLOYMENT: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or

the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. This document does not create an employment contract, implied or otherwise.