

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Manager (Community Gymnasium)  
Chief Executive Officer**

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**EXEMPT:** Yes

**TARGET SALARY:** \$26.35 to \$29.28

**PROGRAM:** Community Gymnasium

**REPORTS TO:** General Manager

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**JOB CODE:** 2.M T3

**DOQ SHIFT:** Flex

**LOCATION:** Gym

**SUMMARY:** While the General Manager may assign the incumbent specific functional responsibilities, the primary role of a division manager is to facilitate tribal success. This assumes that the incumbent anticipate how actions will affect the tribe as a whole, subordinate the interests of assigned functional areas to that the tribe as a whole and fully cooperate with other tribal employees in the development strategies and plans to achieve the tribe's goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Develop, recommend, implement, and update a comprehensive Community Gymnasium plan that identifies community needs, establishes service delivery priorities, and defines funding opportunities and sources; develop and recommend effective long-term and short-term strategies to address community such requirements, including programs, budgets and appropriate levels and roles of volunteer community involvement in the delivery of such services.

Provide for effective management of Community Gymnasium and Boys & Girls Club that addresses the needs of the Makah Tribal members within a framework consistent with tribal traditions and values; define current and projected tribal needs; assess needs and funding availability; recommend service priorities; establish and maintain an effective tribal Community Gymnasium and Boys & Girls Club.

Assure all assigned tribal employees obtain and maintain such licenses and certificates required to effectively deliver services and/or qualify for funding from non-tribal sources; assure terms of grants and contracts are adhered to; when grants and contracts are in conflict with Makah Tribal Council policy and resolutions, recommend appropriate action to the Makah Tribal Council and follow-up on their decisions as directed.

Oversee the provision of day-to-day program activities in accordance with established standards and goals.

At all times, act as a role model for youth and staff, including modeling healthy lifestyle behavior.

Integrate health lifestyles practices, including promoting physical activities and healthy eating habits.

Manage facilities and ensure a productive, clean, and positive work environment, at all times, ensure Community Gymnasium is clean and safe.

May consult with parents concerning children's use and/or behavior.

Develop a schedule for the Community Gymnasium i.e., adults, men, women, youth and community member use.

Prepare detailed program schedules at least 2 weeks in advance.

Control Community Gymnasium program and activities expenditures within approved budget.

Maintain inventory of all program equipment and supplies in good order. Recommend requisitions, as necessary; controlling expenditures against month supply budget.

Increase visibility of programs via posting of daily & weekly schedules, announcement of upcoming events, and the timely dissemination of information for the development of advertising and promotion through mailings, flyers and the Portal.

Outreaches to and maintains contact with parents, community groups, schools, and others.

Seeks funding through tribal, state, federal and non governmental sources i.e., apply for applicable grants and program funding.

Develops and maintain cooperative relationships with all agencies and community organizations that are relevant to our mission and goals.

Prepares and maintains records covering research, program development, and statistical information, for use in program strategic planning and evaluation.

Establish collaborative partnerships with community and organizations.

Allocate and monitor work assigned to staff and program volunteers, providing ongoing feedback. Identify and support training and development opportunities for assigned staff and volunteers.

Establishes training for new staff and current employ

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises Assistant Gym Manager, Maintenance Custodian, Fitness Coach Educators, Coordinator (Boys & Girls Club) in the program. Carries out supervisory responsibilities in accordance with the organization's policies applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employee, addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE**

Minimum of high school diploma, secondary education degree preferred.

Must have three years work experience organizing, planning and supervising activities.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

Must have CPR/First aid certification, and Blood borne pathogens training.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

## **OTHER QUALIFICATIONS**

### **OTHER SKILLS AND ABILITIES**

Ensure that technology is utilized in programs and activities.

Ensure technology is used in program management.

Must have demonstrated program management ability.

Ability to interact positively with the community.

Ability to organize and supervise members in a safe environment.

Ability to maintain order, discipline to ensure a safe and positive atmosphere.

Must have an understanding of all safety procedures.

Must have the ability to work with young people, parents, community members, community leaders, and outside organizations.

Knowledgeable of community resources for parents/community members.

Knowledge of general office equipment, computers, and use of a variety of computer software.

Must have strong written and oral communication skills.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move 30-70 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

### **SPECIAL REQUIREMENT:**

Will be required to work shifts, nights, weekends, and holidays.

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council  
Human Resources  
P.O. Box 115, Bldg. 7  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [hr@makah.com](mailto:hr@makah.com)**

**OPEN: September 14, 2023  
CLOSE: September 27, 2023**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.