

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Recreation Assistant

EXEMPT: No	JOB CODE: 4-TS T3
TARGET SALARY: \$19.68/DOQ	SHIFT:32 hr/week Flex
PROGRAM: Community Gym	LOCATION:
REPORTS TO: Coordinator II (Boys & Girls Club)	

SUMMARY: This position provides essential support to the Boys & Girls Club program, in coordinating and delivering youth sports, cultural and recreation activities for the youth. The overall goal is to provide activities and services that prepare youth for success and creates an outcome-driven Club experience that facilitates achievement of youth development outcomes.

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.

Assists in planning, coordination, and delivery of year-round age-appropriate activities for youth ages 5-18 years old such as youth sports, recreation, and cultural activities in the Makah community.

Follows daily, weekly, and monthly Club schedules. Coordinates with volunteers, instructors, coaches, educators, and others in delivery of various services. Monitors assigned events, services, and ensures that activities are properly supervised, materials, and adult/supervisors are sufficient, any program funds are accounted for, and that facilities are maintained and secured for each activity.

Track and collect sign in entry forms for youth and adults, collects and maintains monthly data reports'; assist in preparing weekly summaries of volunteer hours, rates, services, and supplies donated for activities to be submitted in monthly report.

Assist in ordering and maintaining program supplies, equipment, inventory, activity logs, and maintains report of equipment theft, loss, or vandalism.

Assist in the training of youth and adult volunteers with daily Club activities and on recreation, culture, or sports activities, program procedures and completion of activity and equipment logs.

Participates in training on youth sports programs and services, record keeping and data collection, workshops/conferences as assigned. Travel required for youth activities and events, as well as some training.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

LANGUAGE SKILLS:

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

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background will be conducted on the applicant.

This position is classified as a sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for this position.

OTHER SKILLS AND ABILITIES:

Ability to establish and maintain effective working relationships with staff, private agencies, and the general public.

Ability to communicate effectively, orally and in writing, with demonstrated ability to conduct presentations to small groups.

Ability to relate well with a diverse group of people, including staff, the public, professional agencies, and organizations.

Ability to operate effectively in crisis and or emergency situation.

Ability to operate a computer with knowledge of various software programs.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Knowledge of HIPAA (Health Insurance Portability and Accountability Act) and the use of confidential information and health records as an integral part of the interviewing office function and the privacy of individuals which must be protected to the fullest extent possible.

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 up to 50 pounds.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

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. 71
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com**

**OPEN: January 15, 2025
CLOSE: February 3, 2025**

(PLEASE NOTE NEW EMAIL ADDRESS)

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

Approved 09/15/03
Revised 08/12/14
Revised 07/21/16
Revised 10/08/21
Revised 09/26/22
Reclassified 01/03/23

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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.

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