



# MISSISSIPPI BAND OF CHOCTAW INDIANS RECREATION DEPARTMENT

P.O. BOX 6008  
CHOCTAW, MS 39350

PHONE: (601)650-1558 • FAX: (601)663-7502



## **JOB ANNOUNCEMENT #371027**

POSITION TITLE: Recreation Aide  
SALARY: Negotiable  
OPENING DATE: **SEPTEMBER 09, 2022** SEP 09 2022  
CLOSING DATE: **SEPTEMBER 26, 2022 OR UNTIL FILLED**  
SUPERVISOR: Recreation Coordinator  
JOB LOCATION: Crystal Ridge  
TYPE OF EMPLOYMENT: Regular Full Time

### **GENERAL DESCRIPTION OF POSITION:**

The Recreation aide assists the Recreation Coordinator with Youth and Adult Sports team during recreational and cultural activities in the assigned community.

### **SPONSIBILITIES:**

1. To assist the coordinator in operating specific recreation activities including youth and adult sports league.
2. To recruit community residents, particularly youth, for participation in schedule events.
3. To secure required certification that will permit the incumbent to officiate scheduled events.
4. To Maintain and secure any assigned equipment.

### **DUTIES:**

1. Clean and maintain the appearance of the tribal recreational facilities.
2. Enforce the rules and policies governing the use of the recreation facilities.
3. Officiating and scoring such athletic events as softball, baseball, volleyball, basketball, etc.
4. Distribute announcements, schedules, notices, etc. to community members.
5. Reporting any equipment to facilities maintenance problems to the appropriate supervisor.
6. Reporting on activities to the Recreation coordinator as required.
7. Working in a cooperative manner with residents and other Tribal employees.
8. Be able to report for duty on weekends as some events require weekend hours.
9. Other duties as assigned by the Recreation Coordinator, Assistant Director, Director of Recreation, or Recreation, or Tribal Member Services Director.

### **PHYSICAL DEMANDS:**

The Recreation Adie should be in good physical shape and be able to lift and carry heavy equipment and objects. Recreation Aide should be able to stand for a long period of time.

**QUALIFICATIONS:**

1. High School Diploma or GED
2. The ability to read and write well and keep accurate records.
3. Valid Driver's license and liability insurance.
4. Fluency in Choctaw and English.
5. Preferential treatment will be extended to qualified Indian applicants.
6. Must complete a criminal background check on county, state and national levels. Any record of conviction or criminal or child abuse charges will result in immediate termination.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American Preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when to qualified members of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only a waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a Committee Member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person which is not a member of MBCI or employ who is Native American outside the order of Preference set forth in this policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted a waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch Supervisors, and has no right to direct, demand, or coerce any Executive Supervisor or Personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisor who do not follow the Native American Preference Policy are subject to disciplinary action to termination.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians

Human Resources

P.O. Box 6033, Choctaw Branch

Choctaw, MS 39350