



MISSISSIPPI BAND OF CHOCTAW INDIANS

PHONE (601) 656-5251

P. O. BOX 6010 / TRIBAL OFFICE BUILDING
CHOCTAW, MS 39350

JOB DESCRIPTION #08-01-08

Position Title: Community Activities Coordinator

Salary: GRADE 12

Opening Date: OCTOBER 27, 2016 **OCT 27 2016**

Closing Date: NOVEMBER 10, 2016 OR UNTIL FILLED

Supervisor: Director of Tribal Member Services

Job Location: Henning, Tennessee

Type of Employment: Regular Full-Time Non exempt

General Description of Position:

The Community Activities Coordinator has oversight and responsibility for all services and recreational activities conducted utilizing the community building and surrounding grounds. The incumbent supervises the assigned staff and manages the building and activities during emergency needs.

Duties and Responsibilities:

1. Develops and maintains necessary records of building operations, such as utilization schedules, routine equipment maintenance, cleaning procedures, etc;
2. Establishes recreational activities and sees to the orderly conduct and cleanliness of building and grounds after use;
3. Maintains inventory of all equipment, supplies and materials;

4. Conducts all aspects of personnel management including supervision of staff and volunteers, staff development, performance evaluations and performance modifications;
5. Ensures that staff completes assignments necessary to keep the building, lawns and parking areas clean and safe;
6. Maintains functional operations of equipment and structures, reporting variances for repairs or upkeep;
7. Coordinate local activities for the Tribal woodcutting program and grass cutting activities;
8. Serves as the community's lead in the coordination of communications and activities in emergency situations;
9. Maintains and schedules the use of any vehicles assigned to the facility building;
10. Coordinates schedules and oversees recreational activities and community events, including the recruitment of volunteers;
11. Maintains active communication with Tribal Member Services and ensures that information filters to community members;
12. Other duties as assigned by the supervisor.

Qualifications:

1. High school diploma or GED Certificate, 2 years of supervisory experience preferred;
2. Ability to relate well with all age groups in the community; thorough knowledge of Henning community and residents preferred;
3. Exhibits good oral and written communications;
4. Ability to operate computerized word-processing programs and spreadsheets for data collections and generating reports;
5. Ability to conduct community presentations to all age levels;
6. Possess cultural awareness and sensitivity; Mississippi Band of Choctaw Indians tribal member preferred;

7. Attain suitability findings in a complete criminal background check; continued employment contingent upon background investigations and adjudication of findings;
8. Must possess a valid Tennessee driver's license and meet requirements to operate tribal vehicle.

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 no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when 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 who is not a member of MBCI, or to employ a person 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 the 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 Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350