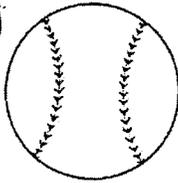




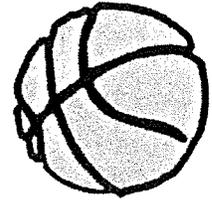
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MISSISSIPPI BAND OF CHOCTAW INDIANS
RECREATION DEPARTMENT

P.O. BOX 6010
CHOCTAW, MS 39350

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



ADULT RECREATION
650-1593
650-1634

DIRECTOR
650-1591

YOUTH RECREATION
650-1559

JOB DESCRIPTION #11-15-12

POSITION TITLE: RECREATION AIDE (2)

SALARY: NEGOTIABLE

OPENING DATE: NOVEMBER 15, 2016 NOV 15 2016

CLOSING DATE: NOVEMBER 29, 2016 OR UNTIL FILLED

SUPERVISOR: RECREATION COORDINATOR

JOB LOCATION: RED WATER

GENERAL DESCRIPTION OF POSITION:

The Recreation Aide assists the Recreation Coordinator with youth and adult sports teams in the designated community. The duties can range from various aspects such as preparing the facilities or fields for play, cleaning, repairing equipment, and also officiating games.

The Responsibility of the Recreation Aide includes:

1. To assist the Recreation Coordinator in operating specific recreation activities including youth and adult sports leagues.
2. To recruit community residents, particularly youth, for participation in scheduled events.
3. To secure required certifications that will permit the incumbent to officiate in any of the scheduled sporting events that the department offers.
4. To maintain, secure, and sometimes repair any assigned equipment that the program is responsible for.

The Duties for the Recreation Aidé includes:

1. Officiating and scoring such athletic events such as softball, baseball, volleyball, basketball, football, etc.
2. Passing out announcements, schedules, and notices in the community assigned.
3. Reporting any equipment or facility problems to the appropriate supervisor for timely repairs.
4. Reporting on activities to the Recreation Coordinator as required.
5. Keeping recreation facilities clean and safe in a daily routine.

6. Maintaining a pleasant and sportsmanlike atmosphere at sporting events.
7. Working in a cooperative manner with community residents and other Tribal Employees.
8. Other duties as assigned by the Recreation Coordinator.

Work Environment:

The Recreation Aide will report and work at the local Recreation Office/

Physical Demands:

The Recreation Aide should be in good physical shape and be able to lift and carry heavy objects. The Recreation aide must also be able to work outside in the heat while being able to operate grass cutting machinery during certain times of the year.

QUALIFICATIONS:

The minimum qualification for the Recreation Aide are:

1. High School Diploma or GED.
2. Ability to read and write well and keep accurate records.
3. Past experience in recreation or sports.
4. Preferential treatment will be extended to qualified Indian applicants.
5. A valid driver's license, and the ability to pass a background check.

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