



MISSISSIPPI BAND OF CHOCTAW INDIANS RECREATION DEPARTMENT

P.O. BOX 6008
CHOCTAW, MS 39350

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



JOB ANNOUNCEMENT #372028

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

GENERAL DESCRIPTION OF POSITION:

The Recreation Coordinator is responsible for the coordination of recreation activities in the assigned community.

The responsibility of the Recreation Coordinator includes:

1. Coordinate and schedule recreation activities in the assigned community.
2. Oversees the use of tribal facilities in the assigned community.
3. Recruit participants and volunteers in the assigned community.
4. Supervise any assigned community aides and volunteers.
5. Provide any services required to tribal member during times of need.
6. Work under the direction of the Recreation Director and Assistant Director and in cooperation with the facility Building Coordinator to develop programs for all ages in the assigned community.

DUTIES:

1. Clean and maintain the appearance of the tribal recreational facilities.
2. Enforce the rules and policies governing the use of the tribal recreation facilities.
3. Maintain an accurate inventory of assigned equipment for all community and monitor its use.
4. Work in cooperation with the facility building coordinator, tribal maintenance, personnel, appropriate school and pre-school personnel and community Development Club Officers.
5. Distribute announcements, schedule, etc. to community members.
6. Ensure that each event sponsored by the tribe has the proper number of referees, umpires, scorekeepers, etc.
7. Shall serve as a referee, umpire, etc. when necessary.
8. Inform the facility building coordinator and /or the tribal maintenance department as to needed maintenance for tribal facilities or equipment.
9. Prepare and submit all required time and attendance report to timekeeper and/or recreation director.
10. Work in cooperation with the Youth Opportunity Program to ensure staffing.

11. Work with other Recreation Coordinators in other communities to ensure that the grass is cut around the ball fields, pools, and other common areas on a weekly basis.
12. Be able to report for duty on weekends as some events require weekend hours.
13. Other duties as assigned by the Recreation Director.

QUALIFICATION:

The minimum qualifications for the recreation coordinator are:

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 or conviction of 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 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 waiver and the Committee determines by reviewing the facts and appropriate written documentation that 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 supervisor 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 Resource

P.O. Box 6033, Choctaw Branch

Choctaw, MS 39350