



# POARCH BAND OF CREEK INDIANS

5811 Jack Springs Road • Atmore, Alabama 36502

Tribal Offices: (251) 368-9136

[www.poarchcreekindians-nsn.gov](http://www.poarchcreekindians-nsn.gov)

HR2012:09                      JOB ANNOUNCEMENT  
POSITION:                      ACTIVITIES COORDINATOR  
DEPARTMENT:                WELLNESS AND ACTIVITIES  
REPORTS TO:                  OPERATIONS MANAGER  
ADVERTISING: PUBLICLY (Everyone is eligible for consideration.)

OPENING DATE FOR APPLICATIONS:                      THURSDAY, JANUARY 26, 2012  
CLOSING DATE FOR APPLICATIONS:                      WEDNESDAY, FEBRUARY 8, 2012

## JOB SUMMARY

The Activities Coordinator is responsible for planning, developing, coordinating and supervising a comprehensive activities program to provide a better quality of life for Tribal Members of the Poarch Creek Indians. The Activities Coordinator shall not participate in any activity in which he/she is to provide supervision or for which he/she is receiving financial compensation, i.e. serving as coach or team member. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Activities Coordinator is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs. Duties and responsibilities include but not limited to: assisting the Wellness & Activities Director with the development and implementation of goals, objectives, policies, procedures and priorities of the Tribal Activities program which include, but is not limited to, Summer Youth Program, summer cultural and enhancement programs/activities; juvenile delinquency awareness programs/activities; physical fitness programs/activities; age appropriate sports leagues/teams; and crime prevention awareness and activities; planning and directing the development of new activities programs and improves/enhances existing facilities and programs; promoting activities in the community (personal contact, newsletters, etc.); distributing promotion information to the entire community; coordinating activities programs/events and with other Tribal departments and/or committees to better meet the needs of the Tribal community; attending Wellness & Activities Authority, Drug-Related Crime Prevention Committee and other community meetings as deemed appropriate; coordinating activities of paid and volunteer personnel and informs the Human Resources Department in writing of such personnel; supervising the appropriate staff which includes general supervision, performance evaluations, disciplinary actions, leave approvals, and timesheets; obtaining waivers from participants engaging in programs/activities and forwards such information to the Human Resources Department; assisting the Wellness & Activities Director with maintaining appropriate program budgets including, but not limited to, the preparation of monthly, quarterly, and annual reports and the designation and distribution of funds; requisitioning and maintaining accurate inventory of equipment and supplies as needed; preparing and maintaining accurate and complete records and reports; properly interprets and makes decisions in accordance with appropriate laws, regulations and policies; and performing other duties as assigned by the appropriate person.

**\*\*This Position is Regular Full-Time.\*\***

## MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Public Administration, Recreation Administration, Physical or Health Education or related field from a college/university accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education (USDE), and/or a combination of education and verifiable related experience in one of these fields equivalent to six (6) years.
2. Two (2) years experience supervisory experience required.
3. One (1) year verifiable related experience in physical education, health education or related field required.
4. Must regularly work odd and irregular hours, including evenings and weekends.
5. Must possess First Aid Certification, including CPR and Life Saving, or obtain certification within ninety (90) days of official date of hire in this position.
6. Working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word, Excel, etc. Must successfully pass pre-employment computer skills assessment.
7. Demonstrated efficiency in English, spelling, punctuation, and basic writing skills. Must successfully pass applicable knowledge, skills, and abilities assessment.
8. Must possess character that earns the confidence of program participants and community, and minimizes public criticism or complaints.
9. Must meet the suitability requirements of Public Law 101-630 and successfully pass the required criminal and character background check.
10. Must be in good physical condition with the ability to sit, stand, walk, kneel, crouch, stoop, squat, and twist for an extended period of time as well as climb, lift, hold, and move objects weighing a minimum of fifty (50) pounds.
11. Must be people oriented and relate well to people from diverse backgrounds. Must be able to communicate effectively, both verbally and in writing.
12. Must possess a valid state driver's license. Must possess a Class C Commercial Driver's License (CDL) with passenger endorsement or must obtain Class C CDL with passenger endorsement within ninety (90) days of official date of hire in this position.
13. Must travel and participate in training to meet the goals and objectives of applicable programs.
14. Able to perform all duties and responsibilities of this position.

## **PREFERENCE SHALL BE GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT RIGHTS ORDINANCE/DFWP**

Every applicant must complete an application provided by Human Resources at the Tribal Administrative offices. A resume will not be accepted in the place of an application. Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.

*Seeking Prosperity and Self Determination*