



POARCH BAND OF CREEK INDIANS

5811 Jack Springs Road • Atmore, Alabama 36502

Tribal Offices: (251) 368-9136

www.poarchcreekindians-nsn.gov

HR2012:11 JOB ANNOUNCEMENT
POSITION: ACTIVITIES COORDINATOR
DEPARTMENT: BOYS AND GIRLS CLUB
REPORTS TO: BOYS AND GIRLS CLUB DIRECTOR
ADVERTISING: PUBLICLY (Everyone is eligible for consideration.)

OPENING DATE FOR APPLICATIONS: THURSDAY, FEBRUARY 2, 2012
CLOSING DATE FOR APPLICATIONS: WEDNESDAY, FEBRUARY 15, 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 participants of the Boys & Girls Club of The Poarch Band of Creek Indians. 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 Boys & Girls Club Director with the development and implementation of goals, objectives, policies, procedures and priorities of the Boys & Girls Club which include, but is not limited to, Summer Youth Program, After School Program, summer cultural and enhancement programs/activities; juvenile delinquency awareness programs/activities; physical fitness programs/activities; such as Smart Moves, Smart Leaders, Money Matters, and Smart Kids; 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 that promote positive character and physical wellness to the members of the Boys & Girls Club, and producing and collecting proper documentation to attend events; coordinating activities of paid and volunteer personnel and informing the Director of the Boys & Girls Club in writing of such personnel; transporting and supervising all activities outside the Boys & Girls Club; obtaining waivers from participants engaging in programs/activities and forwarding such information to the Human Resources Department; assisting the Boys & Girls Club Director with maintaining appropriate program budgets including, but not limited to, the preparation of monthly, quarterly, and annual reports and the designation 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, including permission slips, and reports; properly interpreting and making decisions in accordance with appropriate laws, regulations and policies; and performing other duties as assigned by the Boys & Girls Club Director.

****THIS POSITION IS REGULAR FULL-TIME****

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Business Administration or related field from an accredited college/university and/or a combination of education and verifiable employment experience in office management or related field, preferably youth related, equivalent to six (6) years.
2. Working knowledge of computers with the ability to work in Windows environment with various software programs such as Word, Excel, etc. Must successfully pass pre-employment computer skills assessment.
3. Demonstrated efficiency in English, spelling, punctuation, and basic writing skills. Must successfully pass applicable knowledge, skills, and abilities assessment.
4. Must possess and maintain First Aid/CPR certification or obtain certification within ninety (90) days of official date of hire in this position.
5. Must possess character that earns the confidence of program participants and community, and minimizes public criticism or complaints.
6. Must meet the suitability requirements of Public Law 101-630 and successfully pass the required criminal and character background check.
7. 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.
8. Must be people oriented and relate well to people from diverse backgrounds. Must be able to communicate effectively, both verbally and in writing.
9. Must possess a valid state driver's license. Must possess a Class B Commercial Driver's License (CDL) with passenger and air brakes endorsements or must obtain Class B CDL with passenger and air brakes endorsements within ninety (90) days of official date of hire in this position.
10. Must travel and participate in training to meet the goals and objectives of applicable programs.
11. 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