

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:

Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

FIRST POSTING OPEN TO ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Recreation Specialist
POSITION NUMBER: 01739, 01740, 01916
DEPARTMENT: Recreation
LOCATION: Varies
DIVISION: Governmental Services
RESPONSIBLE TO: Recreation Supervisor
SALARY: NE08 \$12.13/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: July 22, 2016
CLOSING DATE: August 3, 2016
Transfer Deadline: July 29, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will assist in the planning, developing, organizing, coordinating and implementing various programs at the Recreation facilities. This position also assists with special events and the summer program. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Participate and assist in the short and long range departmental planning to include team goals and objectives. Develop and monitor the departmental budget.
2. Develop, organize, promote, implement, and evaluate a variety of social activities and events including after-school activities, seasonal programming, summer programs, groups and field trips, and art & craft clubs.
3. Assist in overseeing core areas including: Sports & Fitness, Arts, Education and Personal Development, Social Recreation and Special Events to become cross-trained in all areas of the Recreation Program.
4. Maintain equipment to include inspecting equipment weekly, replacing faulty equipment, and informing supervisor. Cleans storage areas as needed/required.
5. Provide input into the annual recreation budget.
6. Network and coordinate recreational services with other Tribal and non-Tribal programs.
7. Answer and screens telephone calls, takes and relays accurate messages, greets visitors with courtesy and respect.
8. Practice excellent customer service skills at all times to include, but not limited to, addressing customer needs courteously and promptly.
9. Maintain and create records, correspondence, narrative, reports and other Tribal documents as needed/required.
10. Enforce all rules and regulations as established by the Recreation Department pertaining to activities and participants.
11. Participate in recreational fundraisers.
12. Monitor the inside/outside of the recreation facility for safety of the youth participants.
13. Lock up and secure the facility at closing as needed/required.
14. Chaperone and transport youth to events and programs as needed/required.

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DUTIES AND RESPONSIBILITIES: (Cont.)

15. Actively participate in staff meetings.
16. Create a positive image of the Recreation program in the community by marketing, publicizing and networking with relevant Tribal and community organizations.
17. Obtain price quotes and order needed equipment/supplies.
18. Contribute to a team effort and accomplish related results as required.
19. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
21. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk, bend/stoop, balance and push/pull and carry and lift up to ten (10) pounds.
2. Occasionally sit, bend/stoop, squat, crawl, climb heights, reach above shoulder level, crouch, kneel, balance, push/pull, and carry and lift up to one hundred (100) pounds with assistance.
3. Employee must repetitively use hands and feet.
4. Work is generally performed in an indoor and outdoor setting with a high noise level.
5. Employee may occasionally be exposed to heat, cold and rain and require the use of protective clothing.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of social recreation programs.
2. Skill in organization.
3. Skill in customer/client relations.
4. Ability to plan, implement and evaluate activities to ensure success of the program.
5. Ability to communicate effectively verbally and in writing.
6. Ability to be dependable, mature and possess initiative. Must be able to work with minimal supervision.
7. Ability to deal with the general public and employees with tact, courtesy, respect, objectivity and maturity.
8. Ability to operate standard office equipment such as personal computer, fax and copy machine.
9. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
10. Ability to be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
11. Must be willing to work some evenings, weekends, extended hours, and irregular shifts.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
15. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
16. A valid driver's license. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate Tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.**
2. Associate Degree in Park and Recreation Management or closely related field; two (2) years of experience in planning, implementing and budgeting recreational activities; experience working with youth, families and communities in a recreation program or setting; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**