

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>



**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

A good mind. A good heart. A strong fire.

**SECOND POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Recreation Supervisor  
**POSITION NUMBER:** 02947  
**DEPARTMENT:** Recreation  
**LOCATION:** Varies  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Assistant Recreation Director  
**SALARY:** NE6 \$18.64/Hourly (NEGOTIABLE)  
(Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** November 6, 2019  
**CLOSING DATE:** Until filled  
**Transfer Deadline:** Until filled  
**Proposed Start Date:** As soon as possible

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**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation 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.

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**POSITION SUMMARY**

Under direct supervision of the Assistant Recreation Director, responsible for the recreation programs daily operation at the site. Provide leadership, planning, developing, organizing, coordinating and implementing of scheduled recreational activities for the Oneida Community. Assist in the development and monitoring of the program budget, Standard Operating Procedures, statistical and narrative reports. Work evenings and weekends as needed/requested. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Supervise the Recreation staff at the Civic Center site to include but not limited to assigning duties, coordinating the activities, scheduling, disciplinary actions, hiring, training, orientation, evaluations and employee motivation.
2. Review, edit and approve articles and reports submitted by staff as needed.
3. Participate and assist in the short- and long-range departmental planning to include: team goals and objectives, developing, organizing and coordinating recreational activities, events and programs.
4. Provide leadership and direction to ensure the ability to carry out the goals of the Recreation Department for the growth and development of the Oneida Community youth.
5. Assist in the development, revision and evaluation of the Department Standard Operating Procedures and rules and regulations in all core areas for effectiveness and creativity.
6. Assist in developing, implementing and monitoring of the core areas annual budgets.
7. Complete appropriation requests, expense vouchers, etc. for submission to the Central Accounting Department.
8. Plan, organize, implement and oversee a variety of recreational programs and special events, to ensure innovation and quality of the recreational programs.
9. Create a positive image of the Recreation program in the community by marketing, publicizing and networking with relevant community organizations.
10. Assist with other core area programming to become cross-trained in all areas of the Recreation program.
11. Answer and screens telephone calls, take and relay accurate messages, greet visitors with courtesy and respect.
12. Coordinate the scheduling and use of the facility for Tribal and non-Tribal programs.
13. Recruit, schedule and direct volunteers, youth workers, student interns and community service workers.
14. Ensure the use of the facility and equipment are maintained, safe and in working order.
15. Lock and secure the facility.
16. Inspect the facility and equipment for safety measurements and arrange for repairs.
17. Monitor the inside/outside Recreation facility for safety of participants.
18. Clean storage areas/room as needed/required.
19. Enforce all rules and regulations as established by the Recreation Department pertaining to activities and participants.

**JOB DESCRIPTION**  
**Recreation Supervisor**  
**Page 2**

**DUTIES AND RESPONSIBILITIES: (Cont.)**

20. Schedule and implement recreational related field trips. Chaperone and transport youth to events and programs as needed/required.
21. Actively participate in staff meetings.
22. Maintain and create records, correspondence, narrative, reports and other Tribal documents as needed/required. Manages community member's complaints in a satisfactory manner and reviews all incident reports and make recommendations to prevent future incidents.
23. Attend meetings in the absence of the Assistant Director.
24. Inform and report to the Assistant Director on the quality of services provided on a monthly basis.
25. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
26. Contribute to a team effort and accomplishes related results as required.
27. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
28. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
29. 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. Employee must be able to use of hands for repetitive movement, simple and firm grasping.
2. Frequently sit; and stand. Occasionally, bend/stoop, squat, crawl, climb heights, reach above shoulder level, crouch, kneel, balance and push/pull and carry up to thirty (30) pounds; lift up to one hundred (100) pounds with assistance.
3. Work is generally performed in an indoor and outdoor setting with a high noise level.
4. Employee may be exposed to heat, cold and rain and require the use of protective clothing.
5. 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 familiarity with the Oneida Nation history and culture is preferred. Must be willing to learn the Oneida Nation history and culture.
2. Skill in interpersonal relations.
3. Skill in organization.
4. Ability to be tactful and mature with the ability to work with a wide variety of personalities demonstrating objectivity, respect, courtesy, maturity and patience.
5. Ability to operate standard office equipment such as copier and fax machines, calculator and personal computer.
6. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions is required.
7. Ability to plan, organize and schedule priorities effectively and efficiently, meet strict deadlines and successfully cope with challenging situations and conditions.
8. Ability to complete Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
9. Ability to work evenings and weekends as needed/requested.
10. Must be CPR and Red Cross First Aide Certified within ninety (90) days of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Nation 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 Nation's Gaming Division.
15. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**JOB DESCRIPTION**  
**Recreation Supervisor**  
**Page 3**

**PREFERRED QUALIFICATIONS:**

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

1.

**MINIMUM QUALIFICATIONS:**

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

1. Bachelor's Degree in Park and Recreation Management or closely related field with two (2) years of experience in supervision and management and implementing youth recreational activities; one (1) year of experience in setting short and long range goals, developing strategies and schedules for meeting goals and anticipating obstacles and alternative strategies; one (1) year of experience in developing, implementing, monitoring department budgets; and/or 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.**