

**Lower Sioux Indian Community Recreation Department
Job Description**

Job Title: Tobacco Prevention Worker
Department: Recreation
Status: Non-exempt
Reports to: Recreation Director
Approved by: _____ **Date:** _____
Approved by: _____ **Date:** _____
Employee Name: _____ **Date:** _____

Summary:

The Tobacco Prevention Worker is responsible for carrying out a wide array of culturally-relevant prevention activities and related prevention education with a special focus on youth.

Essential Duties and Responsibilities:

- Regular and consistent attendance.
- Plan and implement activities that are directly related to preventing and reducing the misuse of tobacco and decreasing exposure to second-hand smoke
- Participate in state-sponsored trainings and technical assistance calls.
- Develop a community specific plan to prevent and reduce tobacco misuse and decrease exposure to second hand smoke.
- Participate in statewide and or regional efforts to address tobacco misuse in Native American communities, such as the Minnesota Native American Council on Tobacco and the Diverse Racial and Ethnic Groups and Nations Project.
- Provide grant summary information for reporting purposes.
- Work in conjunction with other program staff in youth, family and community prevention activities.

Education and Experience

- High School Diploma or GED.
- Bachelor's degree in Health, Education, Physical Education or related field preferred.
- Youth development and/or health education experience preferred.
- Supervisory experience preferred

Qualifications

- Must be punctual, reliable and conscientious.

- Must be able to work with or without supervision, team player.
- Communication skills with co-workers and public.
- Valid Driver's License and insurable.
- Must pass P.L. 101-630 background investigation.

Working Conditions:

Must be willing to work evening hours and weekends when necessary. Work environment will be in the recreation setting with children including outdoors in all seasons.

**LOWER SIOUX INDIAN COMMUNITY
JOB POSTING**

Title: Lower Sioux Community Recreational Leader

Reports To: Lower Sioux Community Recreation Director

Job Description:

The Recreation Leader is responsible for the Lower Sioux Indian Community Recreation Center during their scheduled shift. The Lower Sioux Community Recreation Leader will assist youth and adult participants to ensure their safety while they are in the Lower Sioux Indian Community Recreation Center.

Duties and Responsibilities:

- Lower Sioux Community Recreation Leaders are responsible for the planning, organizing, assisting and leading of a variety of recreation activities including, but not limited to arts, crafts, sports, games, trips, contests and special events for a particular group of participants.
- Preparation of written communications relative to recreation programs, including preparing informational bulletins and other written communications designed to inform the Lower Sioux Indian Community and preparing requests for materials and supplies.
- Promote, recruit, and organize events such as tournaments and athletic events.
- Must be able to work with other Recreation Leaders to assist in the implementation of recreation activities and perform other related duties as required.
- Maintain documentation of scheduled program events, keeping records and preparing reports such as attendance, incident and accident.
- Ability to drive Lower Sioux Community Recreation Center participants to out of town activities.
- Maintains an orderly, friendly, clean and safe environment for all Lower Sioux Community Recreation Center participants and staff.
- Adheres to work schedule and hours assigned.
- Improves personal skills through participation in service training sessions, formal classes and job skills workshops.
- Administers CPR and emergency first aid treatment to participants until medical assistance is available.
- Oversee the weight room.
- Attend staff meetings.
- Enforce regulations and restrictions.
- Check equipment in/out.
- Performs such other duties that are consistent with the tasks of the position as may be assigned.
- Responsible for open and closing procedures.

Qualifications:

- High School degree or GED equivalent.
- Some college or higher education in physical education, health or human services preferred.
- Valid driver's license.
- Dependability
- Demonstrate ability for self motivation and assertiveness.
- Excellent customer service and communication skills.
- Working ability to work courtesy and effectively with staff including directors, other leaders and aides, etc.
- Working ability to deal tactfully and efficiently with the general public, Lower Sioux Community Recreation participants and especially young people.
- Ability to work independently with little supervision.
- Working knowledge of recreational and athletic activities, rules, and procedures.
- Working skill in teaching and directing recreational and athletic activities.
- Working skill in operating recreational and maintenance equipment.
- Able to handle physical requirements lifting up to 25lbs.
- Working knowledge of current CPR and first aid procedures and supplies.
- Working skill in administering CPR and emergency first aid procedures.