



Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1
Morton, MN 56270

Cansayapi Otunwe

Revised 4-17-2018

LOWER SIOUX INDIAN COMMUNITY RECREATION LEADER - JOB DESCRIPTION

JOB TITLE: Recreation Leader
DEPARTMENT: Recreation
REPORTS TO: Recreation Director
FLSA STATUS: Non-Exempt
STATUS: Full Time
SALARY GRADE: NBE

SUMMARY:

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 recreation center.

EDUCATION AND EXPERIENCE:

High School Diploma or GED.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Planning, organizing, assisting and leading 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 community and preparing requisitions 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 Indian Community Recreation Center participants to out of town activities.
- Maintains an orderly, friendly, clean and safe environment for all 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.
- Enforce regulations and restrictions.
- Check equipment in/out.
- Responsible for opening and closing procedures.
- Performs other duties that are consistent with the tasks of the position as may be assigned.
- Regular attendance necessary.
- Regular punctuality necessary.
- Available and willing to work any changes in hours on the schedule at any time during employment.
- Other duties as assigned.

SKILLS KNOWLEDGE AND ATTRIBUTES:

- Dependability.
- Demonstrated ability for self-motivation and assertiveness.
- Excellent customer service and communication skills.
- Working ability to work courteously 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 participates, 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 operational recreational and athletic equipment.
- Able to handle physical requirements – lifting up to 25lbs.
- Working knowledge & skill of current CPR and first aid procedures and supplies.

PHYSICAL REQUIREMENTS:

- Able to lift 25 pounds.
- Mobility throughout the facility.

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: _____

Signature: _____

Date: _____