



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	948037002	<b>Last Revised:</b>	04/12/2018
<b>Position Title:</b>	Recreation Coordinator	<b>Department:</b>	Senior Citizens
<b>Reports to:</b>	Supervisor, Family Social Services	<b>Division:</b>	PHHS

**Primary Function:** Plans, develops, communicates, and operates a healthy living program for senior clients of the Eastern Band of the Cherokee Indians at Tsali Manor Center. Maintains specified records, files, and logs to ensure accurate reporting of activities.

**Job Duties and Responsibilities:**

- Interact with internal and external customers / clients in a polite and professional manner.
- Implements all social, recreational, and health activities for senior citizens taking into account native foods, songs, language, arts, and crafts of the target population.
- Plans and operates appropriate craft activities for senior clients.
- Plans and operates appropriate exercise activities for senior clients.
- Decorates lobby and dining room for, and celebrates: birthdays and holidays for clients.
- Plans and operates monthly travel opportunities for senior clients taking into account special health and disabilities of the target population.
- Serves as tour guide and coordinator for travel opportunities planned and carried out by the program centers.
- Writes all announcements and news articles concerning activities for publication and distribution for the Tsali Manor Center.
- Prepares and distributes a tri-monthly newsletter containing collected articles, original articles, and pertinent information for target population of the program – Tsali Manor, Snowbird, and John Welch congregate and homebound populations.
- Provides news information to the One Feather newspaper on a regular basis.
- Posts and announces information that benefits or informs senior clients and routes the same information to Snowbird and John Welch Centers.
- Implements and coordinates fundraisers for the Tsali Manor Senior Center.
- Plans and implements a minimum of three months of activities for the congregate population of the Senior Citizens program.
- Prepares weekly reports.
- Performs job duties according to established safety guidelines and tribal policies.
- Performs other duties as assigned.

**Education  
/Experience:**

- High School Diploma or GED required. AA Degree in Recreation or Human Services is preferred.
- One year of experience coordinating recreational activities, crafting, or arts and crafts required.
- Valid NC driver's license required.
- Must be CPR and first aid certified. Position will require up to four months to become proficient in most phases of the job.

**Job Knowledge:**

Requires knowledge of the policies, procedures, and requirements for the senior citizens recreation program. Must be able to operate a computer, calculator, telephone, copy machine, facsimile, postage machine, and other office equipment, as required. Requires the ability to organize work; deal effectively with the public; communicate effectively, both verbally and in writing; follow instructions; and work as a member of a group or independently. Must be able to plan and carry out activities from implementation to end. Knowledge of publications and creative writing is required. Must have knowledge of Title III and Title VI programs of the Older Americans Act. Must have a general knowledge of the social, economic, recreational, physical, mental, and health needs of older adults. Must have knowledge of Cherokee culture, customs, and tribal policies.

**Contact with  
Others:**

Has frequent contact with the public, both in person and by phone and daily contact with the clients and families of the programs involved. The nature of the work requires a high degree of tact, courtesy, and business etiquette.

**Confidential Data:**

Has some access to information which would be considered confidential. Must adhere to all tribal confidentiality policies and procedures.

**Mental /Visual  
/Physical Effort:**

Attention to detail is required while planning and performing duties of the job. While in the office and traveling with clients on field trips, the duties of this job routinely require standing, walking, sitting, climbing, kneeling, crouching, reaching, speaking, seeing and hearing. Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis.

**Environment:**

Works in inside environment while performing job duties with regular travel required to visit the Snowbird Center and with field trips accompanying the clients served by the department. Occasionally, exposed to inclement weather conditions while traveling.

**Resourcefulness  
and Initiative:**

Follows well defined procedures and guidelines in job duties with minimal supervision. Must communicate and respond appropriately to various situations.

**Responsibility for  
Accuracy:**

Editing and proofing detect most errors in publications used to inform clients of programs. Undetected errors could cause confusion and result in client dissatisfaction which could range from slight to far reaching.