



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	922537005	Last Revised:	02/26/2017
Position Title:	Remember the Removal Bike Ride/Group Fitness Coordinator	Department:	Cherokee Choices
Reports to:	Program Director	Division:	Public Health & Human Service

Primary Function: Specializes in the education, assistance, and lesson planning of fitness and wellness activities for children and adults in the program. Provides support, encourages personal growth, and acts as a positive role model on a regularly basis, including in the community, in the school, after school, summer camp and all other fitness and wellness activities. This position will also be responsible for planning, coordinating and implementing the Remember the Removal Bike Project in coordination with the Cherokee Nation of Oklahoma.

Job Duties and Responsibilities:

- Interact with internal and external customers in a polite and professional manner.
- Lead coordinator for the Remember the Removal Bike Ride project. Including recruitment of applicants, planning/implementing training rides and schedule, planning/implementing education curriculum prior to the ride (ie syllabary classes, museum history lessons, ect). Coordinate all planning calls with Cherokee Nation of Oklahoma.
- Must be available to coach a minimum of 4 – 6 classes/RTR Training Rides per week. Weekend availability is required.
- Help with Planning, coordination, implantation and recruitment of various Cherokee Choices projects including but not limited to: Stress and Healing Arts Retreat, Summer youth camp, Cherokee Lifestyle balance classes, ect.
- Actively participate in school and community programs that promote health and wellness.
- Spends time with various age groups ranging from children to adults.
- Helps with the planning and organizing of multiple community runs including but not limited to 5k's, 1 mile, and even Marathons.
- If actively participates in the school setting you must follow all their policies and procedures.
- Encourages, teaches, and promotes children & adults involvement in outdoor recreation, physical fitness and positive nutrition habits.
- Must be willing to shift and/or change responsibilities as needed.
- Must operate under a flexible schedule working some weekends and evenings.

Education

/Experience:

- A bachelor's degree in recreation, sports management or related field is required.
- Valid NC driver's license is required.

Certified Strength and Conditioning Specialist preferred Experience working with Native American communities is desirable. Experience in cycling and bike maintenance is desired but not required. Experience in training with groups is desirable but not required.

Job Knowledge:

Must be able to actively participate in community projects and sometimes in school that promote health and well-being.

Must be able to act as a leader or group facilitator for at least 30 people, including children and adults.

Requires clerical and computer skills, including familiarity with Microsoft Office.

Must be able to train a small group of cyclists.

Must have the ability to establish and maintain working relationships with community members, RTR riders, students, school staff and coworkers and outside contacts.

Must possess organizational and coordinating skills that require planning, coordinating and administration of activities and events aimed at the reducing the incidence of Type 2 diabetes and promoting well-being.

Must have or be able to obtain first aid and CPR certification.

Must submit to and pass a Federal background check per regulations for working with children.

Must possess enthusiasm in everyday activities with children and adults.

Must have strong organizational follow-up skills.

Must be a team player.

Must adhere to the division philosophy of servant leadership.

Complexity of Duties:

Multi-tasking is required. Must communicate and respond appropriately to various situations. Judgment and initiative are required to maintain accuracy, efficiency, and to meet deadlines. Must be able to act as a leader/ facilitator for group activities.

Contact with Others:

Interacts frequently with community members, school personnel, students, coworkers, and other tribal personnel. Has outside contacts with program participants, partners, community members, and agency representatives in the exchange of information and discussions. Nature of contacts requires the use of tact, courtesy, and business etiquette to

assure the maintenance of a positive working relationship.

- Confidential Data:** Damage to the program reputation and participant relationships could result if information is disclosed improperly. Must become familiar with and adhere to all applicable confidentiality laws and tribal confidentiality policies and procedures. Will ensure that all persons gathering data for the program are aware and abide by such regulations. Sensitive topics will be discussed such as children's mental health, attitudes and body image.
- Mental /Visual /Physical Effort:** Close concentration and attention to detail are required during planning/organizing, data entry, and reporting procedures. Subject to frequent interruptions requiring varied responses. While performing duties of the job, must be able to sit, walk, reach, bend arms, and have manual dexterity. Regular participation in moderate physical activity is required. Visual acuity and the ability to speak and hear are required.
➤ Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis.
- Environment:** Works in a school and classroom environment with visits to the community, schools, and to other offices. Conducts activities and programs in the outdoors with a great deal of physical movement required. Has some exposure to disagreeable working conditions.
- Supervision Received:** Position is supervised by the Program Director. Refers unusual situations to supervisor for clarification.
- Resourcefulness and Initiative:** Must be willing to be flexible in working with multiple projects. And be a resource for the team on multiple initiatives.
- Responsibility for Accuracy:** Review of work and subsequent procedures would detect most errors. Undetected errors would require time and expense to research and could delay some phases of the program activities. Follows well defined tribal policies and procedures.