



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	115-2400-016 115-2400-017	Last Revised:	03/24/2015
Position Title:	Recreation Aide	Department:	Cherokee Life Program
Reports to:	Recreation Supervisor	Division:	Community, Education & Recreation Services

Primary Function: Helps to plan, implement, and coordinate various general and special recreational programs and activities of the Cherokee Life Program within the assigned center to enhance the quality of life and provide healthful activities and opportunities for EBCI participants, as well as other visitors.

- Job Duties and Responsibilities:**
- Assists with all activities and operations of the assigned recreational facility to ensure policies, procedures, rules, and regulations are followed.
 - Coordinates facility activities with various community groups and organizations with regard to program responsibilities and duties.
 - Assists part time and volunteer coaches, instructors, coordinators and specialists to carry out recreation programs as requested.
 - Assists with all duties and tasks related to each assigned program to include planning, scheduling, publicity, and administrative tasks such as reservations, registrations, attendance records, fees, balance of monies and other related sports.
 - Answers center phone and responds to questions.
 - Conducts classes, serves as the instructor and presents special programs related to assigned area of responsibility.
 - Monitors levels of supplies and reorders, requisition s or picks up supplies and equipment to operate various programs, day camp, after school, etc.
 - Responds to public requests, suggestions, and complaints regarding programs and recreation center facilities/operations.
 - Maintains specified records and files; completes reports such as activity, time, fees collected, etc.
 - Assists scheduling facility usage and coordinates practice sessions, games, and events.
 - Assists with day camp activities as required, such as preparing snacks, participating in camp activities, overseeing children, leading recreational activities.
 - Keeps supervisor informed of recreational center operations, activities and unusual circumstances and appropriate communications.
 - Maintains the security of the assigned facility and ensures building, and equipment are locked /unlocked as required.
 - Participates in various cleaning procedures of the Recreation Center, and related facilities, such as vacuuming, sweeping, mopping, cleaning bathrooms, trash removals, etc.
 - Assists in the various community activities within tribal facilities, day care, senior citizens, schools etc.
 - Promotes public interest in support of recreational activities.
 - Performs office administrative tasks as required, such as schedules, time sheets, activity reports, etc.
 - Participates in general maintenance and upkeep procedures of the recreation facility including painting, minor construction projects, general repairs, etc.
 - Assists in preparation and upkeep procedures of playground equipment, ball fields, volleyball

courts, horseshoe pits, and softball fields (lines, fields, courts, etc.).

- Assists with departmental projects and activities at various other facilities as requested.
- Officiates (umpires, referees, etc.) at various sporting events as required.
- Performs duties according to established safety procedures and tribal guidelines.
- Performs other duties as assigned.

Education /Experience:	A high school diploma or GED is required. Three to six months in the position is required to become proficient in most phases of the job. Prior experience/participation in recreational and sports related activities would be beneficial to learning the job.
Job Knowledge:	Must have considerable knowledge of the policies, practices and procedures of the assigned recreation facility programs and activities. Must have a working knowledge of a wide variety of recreational interests, sports, games, and activities and the related equipment. Requires the ability to plan, coordinate and direct specified programs, leagues, and activities designed for various ages. Must know health standards for swimming pools and equipment. Requires knowledge of the general upkeep and chemicals used in public swimming pools. Requires the ability to oversee instructors, part-time employees and volunteers. Must have good interpersonal skills, relationships with community groups, coworkers, and the general public. Must have computer and clerical skills. Must know the procedure for general upkeep of designated recreational interests. Must be familiar with the EBCI culture, life styles and recreational interests. Must have a valid NC driver's license. Requires the ability to communicate effectively both in writing and verbally. Requires the ability to maintain records and prepare reports. Must know First Aid and CPR techniques. Requires the ability to set up ball fields according regulations and proved official game regulations as required.
Contact with Others:	Plans for and maintains a safe recreational environment which requires strict adherence to rules, regulations, policies and procedures to avoid injury to others.
Confidential Data:	Has little to no access to confidential information. Must adhere to the non-disclosure/confidentiality agreement of the EBCI Policies and Procedures in performance of duties.
Mental /Visual /Physical Effort:	Mental concentration is necessary for some jobs while general overview to the task at hand is common. Physical effort required includes walking, running, reaching, bending, sitting and light to moderate lifting. Must have manual dexterity, visual acuity, good eye/hand/foot coordination. Must be able to talk and hear.
Environment:	Works in both indoor and outdoor environments which can have disagreeable conditions such as dust, rain, heat, etc. for short periods of time. Activities dictate working conditions. Exposed to the potential hazard of falls, back strain, cuts etc., if safety procedures are not followed. Works with cleaning compounds and pool chemicals which could be hazardous if handled improperly.
Resourcefulness & Initiative:	Follows well defined procedures, guidelines and policies. Works under the general supervision of the supervisor of the facility assigned. Uses judgment and initiative to complete tasks efficiently and accurately. Planning, coordinating and problem solving skills are also necessary. Has daily contact with the general public, supervisors, and the staff of the Cherokee Life Program, and other Tribal entities. All contacts require tact, courtesy, and professional decorum.
Responsibility for Safety /Equipment:	Performs general upkeep, cleaning and minor maintenance procedures to recreational facilities, systems and grounds. Damages would not usually occur following normal procedures. Careless cleaning of facilities or careless use of maintenance materials could reflect negatively on the program and/or result in injury. Must maintain inventories and store materials in a safe, secure area.