



# Eastern Band of Cherokee Indians

## REMEMBER THE REMOVAL BIKE RIDE GROUP FITNESS COORDINATOR

### *Position Description*

<b>Program:</b>	Cherokee Choices	<b>Reports to:</b>	Director- Cherokee Choices & Nurse Family Partnership
<b>Division:</b>	Public Health & Human Services	<b>Position Number:</b>	922542503
<b>Classification:</b>	Non - Exempt	<b>Revision Date:</b>	10/01/2022
<b>Pay Level:</b>	10	<b>Safety Sensitive:</b>	No

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

### POSITION PURPOSE

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.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- 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 (i.e., syllabary classes, museum history lessons, etc.). Coordinate all planning calls with Cherokee Nation of Oklahoma.
- Must be available to coach a minimum of 4-6 classes of 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, fitness classes, etc.
- 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 5ks, 1 mile, and even marathons.
- Actively participates in the school setting you must follow all their policies and procedures.
- Encourages, teaches, and promotes children and 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 flexible schedule working some weekends and evenings.
- Must meet Public Health Core Competency Domains as determined by Program Manager within 12 months of employment.

### Scope of Supervision:

Position is supervised by the Program Director. Refers to unusual situations to supervisor for clarification.

*Position Description*

**MINIMUM MANDATORY QUALIFICATIONS**

- Experience:** Three (3) years of related experience required.
- Education:** Bachelor’s degree in recreation, sports science/education, or health related field required.
- Licenses & Certifications:** Valid, insurable NC Driver’s License required.

**KNOWLEDGE, SKILLS, & ABILITIES**

**Key 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 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.
- Must have or be able to obtain First Aid and CPR certification.

**Safety/Accuracy Focus:**

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.

**Key Relationships:**

Interact with internal and external customers in a polite and professional manner.

**Resourcefulness & Initiative:**

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Must be willing to be flexible in working with multiple projects, and be a resource for the team on multiple initiatives.

**Discretion – Confidential Data:**

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. 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.

**Complexity of Duties:**

This position includes completing tasks of varying complexity levels. 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.

**PREFERRED QUALIFICATIONS**

*Position Description*

Certified Strength and Conditioning Specialist preferred. Experience working with Native American communities is preferred. Experience in cycling and bike maintenance to include training with groups is preferred.

**WORK ENVIRONMENT**

**Work Environment:** Works in an outdoor and classroom environment with visits to the community, outdoor bike rides, and other Tribal offices. Conducts activities and programs in the outdoors with a great deal of physical movement is required. Has some exposure to disagreeable working conditions.

**Mental/Visual/  
Physical Effort:** #N/A 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.

**OTHER**

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background Investigation:** All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

**Drug Screening:** All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

***Disclaimer:*** *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

*Position Description*

**ACKNOWLEDGMENT**

I have reviewed the content of the **Remember the Removal Bike Ride Group Fitness Coordinator** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

\_\_\_\_\_  
*Employee (printed name)*

\_\_\_\_\_  
*Employee (signature)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor (printed name)*

\_\_\_\_\_  
*Supervisor (signature)*

\_\_\_\_\_  
*Date*