

Fort Belknap Indian Community

Title: Red Whip Recreation Monitor/Manager
Time

Status: Permanent/Full

Department: Tribal Health

Wage: \$18.00

Location: Red Whip

Supervision Received:

The Recreational Monitor Works under the Tribal Health Assistance to the Director

Supervision Exercised:

None

Description of Duties: The Recreational monitor is responsible for scheduling activities/events on calendar for Red Whip Facility. The reactional monitor ensures that the center will be a safe and secure place for our community. The work involves such functions as obtaining information through collaboration with other programs for activities/events for the community.

- Monitor all incoming people. Ensures all participants sign in and pay daily fees if required.
- Utilize work flow for entering any leave required for timesheets, travel requests and order supplies for pool and building.
- Provide a clean and safe fitness experience for all guests.
- Be physically VISIBLE, interact with community and provide great customer service.
- Participate, encourages, coordinates, and collaborates with activities.
- Performs hourly rounds throughout the weight room, swimming pool, lockers rooms and gymnasium, inspecting the facility for cleanliness.
- Cleans interior and exterior of the Red Whip Facility. (Restrooms, locker rooms, wash/dry towels, sweep/mop, and shovel snow from sidewalks, mow grass, pick up any trash in the parking lot.
- Review the sign in sheets and submits daily deposits for use of the facility to the finance office.
- Maintains the up keep of all the equipment and supplies in the facility. (Weight room, Pool area, Gymnasium, Kitchen, Utility room, THD Admin and Outside the building).
- Must fill out a report of any damaged equipment, to Procurement Office for proper disposal.
- Collaborate with co-workers, tribal health staff, local schools and other tribal departments.
- Assists in scheduling of events with all programs on wall/book log calendar.
- Assists with covering the gym floor with mats to protect the flooring.
- Submit activity reports and monthly schedules for health committee.

- If emergency arises ex. (Water Break, Broken Heater, Broken Pool Equipment) must be able to call vendors to fix the problem. Must be able to submit reqs for final payment of work completed by vendor
- Must be able to monitor pool (Chemical levels, Clean pool filter, Call pool vendors if problems arise with the pumps, pipes or heater).
- Must be able to swim to clean the swimming pool

Education and Experience:

High School Diploma or its equivalency. Two years' experience working with the public.

Knowledge, Skills, and Abilities:

- Confidentiality & HIPPA Certification
- Must be First Aid/CPR Certified
- Skills to be able to communicate effectively both written and orally

Special Conditions:

- May be Required to work after normal business hours and weekends.
- Travel to Trainings, Meetings and Conferences may be required.
- Must be able to lift 100 lbs., stoop, kneel, crouch, stand, walk, swim and balance/climb.
- Must be able to work independently in a fast paced environment
- Must possess valid State of Montana Driver's Licenses and be eligible for inclusion with the Master Tribal Insurance Policy.
- Must not be in possession of a felony or a misdemeanor within one (1) year prior to hire date.
- Must submit pre-employment criminal background investigation.
- Must comply with the Fort Belknap Community Council Substance Abuse Policy.
- Indian/Veteran Preference Policy Applies.