

Fort Belknap Indian Community

Title: REC Monitor-Red Whip

Status: Part-time

Department: Tribal Health

Wage: TBD

Location: Red Whip

Supervision Received:

The Recreational Monitor Works under the Red Whip Manager/Life Style Coach

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.

- Ensure all participants sign in.
- Utilize work flow for entering any leave required for timesheets.
- 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.
- 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.
- 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 to Program Director.

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 or become certified within 90 days.
- Skills to be able to communicate effectively both written and orally

Special Conditions:

- May be Required to work after normal business hours and weekends.
- Must be able to lift 50 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.