



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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Telephone (951) 770-6000 Fax (951) 695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez Jr.
Louise Burke
Catalina R. Chacon
Marc Luker
Joseph Murphy
Michael A. Vasquez

Tribal Secretary:
(vacant)

Tribal Treasurer:
Amy Minniear

JOB DESCRIPTION

POSITION: Director of the Recreation Center
STATUS: Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Recreation Center
SUPERVISOR: Tribal Council
POSITION CATEGORY: C
RATE OF PAY: DOE

SUMMARY:

The Director of the Recreation Center is instrumental in the success of meeting the Tribal Membership's goals for physical fitness, engaging classes, good nutrition, community events and overall wellness. In this role you are responsible for the operations of the facility, management of Recreation Center staff and the development and implementation of fitness classes and programs for all ages of the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the daily operations and management of the Recreation Center. Including all resources, i.e. facility, gym, bowling lanes, pool, events and classes.
- Develops, manages, and provides oversight to comprehensive programs and activities for children, youth, adults and seniors, including community-wide events and special interest classes.
- Create an environment conducive to promoting physical fitness, good nutrition and overall wellness of the tribal community.
- Works with other departments, i.e. TANF, ITS, Youth, Rangers, Fire, Facilities, etc. to coordinate and implement activities and programs.
- Organize, lead, and promote interest in the Recreation Center, events and activities. Actively promote the facility throughout the community. Collaborate and seek input from staff and the tribal community to develop and plan programs and activities of interest.
- Establish and implement a standard operating platform that is tailored to community conditions, reflects the Tribes values, programs, and SOPs. Review SOP's annually (at a minimum), revise and update as needed, and communicate with staff for execution.
- Using excellent customer service skills to investigate and resolve all participant complaints. Establish and maintain effective working relationships with staff, participants and the membership.
- Responsible for insuring that equipment and machines are regularly cleaned and inspected. Scheduling maintenance as required through manufacture warranty and maintenance agreements and scheduling repairs as needed. Review and inspect the entire facility and operations for safety hazards, cleanliness and potential problems.
- Models team expectations by interacting and observing members, checking the details of member experiences, making recommendations and proactively solving problems.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. **At-Will Employment:** Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. **Drug Testing:** The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. **Background Investigation:** All candidates and employees may be subject to a background investigation.

- Develops and prepares the Recreation Center's annual budget. Assures that all areas of responsibility are performed within budget. Monitors expenditures to ensure sound fiscal control and accountability; ensures effective and efficient use of budgeted funds.
- Occasionally required to demonstrate or explain proper physical fitness activities, techniques and procedures.
- This is a hands-on position, attendance at work is an essential job function.
- Performs a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies as needed for events or activities, helping set-up for events or activities, etc.
- All other job-related duties and special projects as assigned.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

SUPERVISORY RESPONSIBILITIES:

Supervise all employees working for the Recreation Center. Carry out supervisory responsibilities in accordance with the Pechanga Tribal Government policies and procedures and applicable laws. Provides training and direction to the Recreation Center staff; to ensure that the duties, responsibilities, authority, and accountability are clearly defined and fully understood.

Responsibilities include interviewing, hiring, and training employees. Planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- 3 -5 years extensive knowledge and background of recreation and the fitness industry, with considerable knowledge of the equipment, facilities and operations required.
- 5+ years of progressive management experience in supervising 5-20 employees required.
- Bachelor's degree in related field or equivalent of education focused in exercise science, physical education, kinesiology or nutrition and relevant work experience required.
- Experience in developing fitness programs for individuals and groups preferred.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to handle multiple tasks with clear sense of ownership and priority.
- Excellent written and verbal communication skills.
- Proven leadership skills
- AED and CPR certification within 30 days of employment required.
- Ability and willingness to work evenings, weekends, and holidays as needed.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of MS Word, Excel, Outlook and Publisher.
- Ascertain and interpret the Members interests and adapt activities to meet the needs of the community and the participants.
- Must have good knowledge of the methods, practices, and procedures in proper personnel administration.

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- Must possess strong oral and written communication skills.
- Must have strong relationship building and leadership skills.
- Must be able to work independently and in a team environment.
- Must be able to manage multiple projects and prioritize workload.
- Ability to deal courteously and effectively with the public.
- Outgoing personality, excellent customer service skills and ability to motivate others.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, or moderately noisy during events and when outdoors.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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