



Southern Ute Indian Tribe

Human Resources
P. O. Box 737 – 356 Ouray
Ignacio, CO 81137
Fax: (970) 563-0302

VACANCY ANNOUNCEMENT

ANNOUNCEMENT DATE: 05/06/2010
POSITION TITLE: Community Center Director
DEPARTMENT: Community Center
POSITION STATUS: Full Time

CLOSING DATE: 05/21/2010
GRADE: 24
FLSA: Exempt

POSITION SUMMARY: Responsible for the day-to-day operation, in accordance with the guidelines (fiscal and philosophical) established and approved by the Tribal Council. This position will use all of the resources of the Community Center to promote individual as well as Tribal awareness and pride. Provides coordination of resources between the Community Center, Tribal Organizations, local schools, and community members.

STATEMENT OF DUTIES:

1. Responsible for assuring the implementation of the fiscal and philosophical directives, as well as goals and objectives, of the Tribal Council regarding the development and operation of programs within the Recreation Division.
2. Maintains primary responsibility for the efficient delivery of services of the Community Center. Directs subordinate supervisors and departmental employee's activities to insure the most efficient and equitable delivery of services.
3. Responsible for establishing short and long term plans, evaluating the changing needs of the Community Center and adjusting plans and objectives accordingly.
4. Prepares, implements, and monitors the departmental budget assuring compliance with the overall budget guidelines approved by Tribal Council.
5. Responsible for personnel administration and supervision of department and staff to include recruitment, orientation, training, scheduling, disciplinary actions, performance appraisals and terminations.
6. Provides direction and support in the development and implementation of new programs and activities. Plan and direct research in order to recommend improvement expansion of operations.
7. Research and investigate potential new product lines and markets that may complement the Community Center's existing lines of business and areas of operation.
8. Develop and enforce policies and procedures supporting the operation of the Community Center.
9. Continually assess development and training needs and assure programs are in place to support Community Center objectives.
10. Assure that appropriate and adequate levels of staffing exist at all times.
11. Monitor the Community Center facility and programs to assure that safety concerns and needs are addressed, to include appropriate responses to medical emergencies.
12. Identify funding sources and prepare grants to further the goals and programs of the Community Center.
13. Deliver or coordinate presentations to schools and other community groups on topics related to health, fitness, wellness, sports, and culture.
14. Develops a positive and productive working relationship with federal, state, county and other local agencies working in recreational services.
15. Develops promotional material, including brochures, flyers and related material; prepares articles for the Drum; makes public presentations.
16. Develops and implements the goals and objectives for recreation services. Develops and implements program procedures.
17. Conducts needs assessments to determine the needs and desires of the public as it relates to recreation programs.
18. Provides leadership and guidance to the department maintaining positive morale.
19. Prepares analytical and statistical reports on recreation operations and activities.
20. Oversees the general maintenance and cleanliness of facilities; ensures that fields are properly prepared.
21. Coordinates the ordering of supplies and equipment; assures inventory of supplies is maintained; collaborates with appropriate staff regarding expenditures.
22. Performs other job-related duties as required.

SUMMARY OF QUALIFICATIONS:

Must have a BA/BS in Business, Recreation, Physical Education, Leisure Studies or related field.
 Must have 5 years of senior management experience or an appropriate level of increasingly responsible experience in management or recreational services.
 Must have three years of supervisory experience.
 Must have experience in building, leading, guiding and motivating employees.
 Must have strong analytical and strategic planning skills.
 Must possess leadership skills, and skill in coaching and mentoring.
 Must be a positive role model and practice a healthy life style.
 Must represent the Tribe at all times in a positive, favorable, and professional manner.
 Must be self-motivated, flexible, and adaptable.
 Must have a current and valid driver's license for state of residency and be insurable under the Tribe's vehicle insurance policy.
 Must have or be able to obtain CPR and First Aid certifications.
 Must pass Criminal History and Colorado Central Registry Checks, including fingerprint check.
 Must pass pre-employment drug test.

APPROVED:

Personnel Director

Date

Executive Officer

Date

HIRING PREFERENCE:

1. Enrolled Southern Ute Indian Tribal Member
2. Native American legally married to a Southern Ute Tribal Member
3. Enrolled Member of the Ute Mountain Ute or Northern Ute Tribe
4. Local Native American
5. Veteran

HOW TO APPLY:

1. A completed, signed Application for Employment must be received by the Human Resource Department by 5:00 p.m. on the date of the job closing.
2. A separate Application for Employment must be completed for each position applied for.
3. Mail, deliver, or FAX a completed and signed Application for Employment to the address at the top of the page.