

August 2, 2024

Dear Team,

I am happy to announce a new job opening within at QVIR. We are actively seeking a talented individual to join our team as our Gymnasium Coordinator.

This is an exciting opportunity for growth and impact.

Here are the details:

- **Job Title:** **Gymnasium Coordinator**
- **Department:** **Administration**
- **Location:** **Tribal Office**

Application Process and Deadline:

- Interested candidates should submit their resumes and a brief cover letter explaining their interest in this position.
- Please email your application to:
HumanResources@qvir-nsn.gov.

Internal Applicants:

- Current employees are strongly encouraged to apply. If you believe you are a good fit for this role, don't hesitate to express your interest.

External Position:

- While we value internal growth, we will also be posting this position externally. Feel Free to share this opportunity with qualified individuals outside our organization.

For a detailed job description, please refer to the attached Job Description, and a QVIR Job Application is attached.

If you have any questions or need further information, feel free to reach out to your Department Manager or our HR Team.

Sincerely,
QVIR HR Team



Quartz Valley Indian Reservation

Position Description

Job Title: Gymnasium Coordinator
Department: Administration
Primary Location: Onsite
Classification: Regular Full-Time
Reports to: Tribal Administrator
Salary: \$16/hour

POSITION SUMMARY:

The Quartz Valley Indian Reservation (QVIR) Job Description is a management tool to help organize tribal sport and athletic events and provide tribal members access to the tribal gymnasium and exercise room. The expectation with regard to the specific job classification shall include building maintenance and oversight of all equipment. The duties listed are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

The Gymnasium Coordinator is responsible for overseeing the overall protection of the gymnasium located on and around Quartz Valley Indian Reservation. The Gymnasium Coordinator reports directly to the Tribal Administrator and works closely with tribal program directors. The Gymnasium Coordinator will be responsible for the day-to-day operation and any information that relates to the direct services of the program. The primary purpose of the program is to promote the health and fitness of the local community members and improve the over-all environment of Quartz Valley Indian Reservation. The Gymnasium Coordinator shall supervise all those who visit and will ensure that the required tasks to maintain the building in good working order are being accomplished on schedule and within budget.

DUTIES AND RESPONSIBILITIES:

1. Maintain supervision and facility management for the tribal gymnasium program.
2. Responsible for development of a monthly calendar of community events.
3. Responsible for public posting a calendar of events and coordinate future scheduling.
4. Collect statistical data regarding use of the gym.
5. Responsible for the issuance of all athletic equipment and return of same in good condition. Maintain current and accurate inventory of all equipment and supplies. Must maintain an accurate record of equipment borrowed.
6. Responsible for control of all utilities on a daily basis in order to control costs.
7. Shall arrange with custodian to have snow removed.

Gymnasium Coordinator Job Description
Administration

8. Shall be responsible for opening and closing (locking) the facility on a constant basis.
9. Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Familiarity with the Quartz Valley Indian Reservation and culture.
- High School diploma or equivalent
- Valid Driver License and must be insurable.
- Certified CPR/First Aid or must obtain within 30 days of being hired.
- Must possess the ability to lift up to 50-70 pounds and ambulate free from any physical limitations due to the specific nature of the work performed.
- Self-motivated with the ability to work unsupervised at times
- Must be able to pass a background check.
- Must adhere to tribal drug and alcohol policy.
- Must have a valid Driver's License and be insurable by the Tribe.
- Skill and experience in functioning in a multi-disciplinary team environment.
- Strong work ethic, reliability, and a positive attitude.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or humanresources@qvir-nsn.gov

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

Print Name

Signature

Date

Approved:

Tribal Administrator

Signature

Date

Business Council

Signature

Date