



MISSISSIPPI BAND OF CHOCTAW INDIANS RECREATION DEPARTMENT

P.O. BOX 6008
CHOCTAW, MS 39350

PHONE: (601)650-1558 • FAX: (601)663-7502



JOB ANNOUNCEMENT #371025

POSITION: RECREATION AIDE (2 POSITIONS)
SALARY: NEGOTIABLE
OPENING DATE: **SEPTEMBER 16, 2024** ~~SEP 16 2024~~
CLOSING DATE: **SEPTEMBER 30, 2024 OR UNTIL FILLED**
SUPERVISOR: RECREATION COORDINATOR
JOB LOCATION: BOGUE HOMA

SCOPE OF SERVICE AND EFFECT:

The Recreation Aide assists the Recreation coordinator with Youth and Adult sports team in the designated community.

THE RESPONSIBILITIES OF THE RECREATION AIDE ARE:

1. To assist the Recreation Coordinator in operating specific recreation activities including youth sports league.
2. To recruit community residents, particularly youth, for participation in schedule events.
3. To secure required certification that will permit the incumbent to officiate of schedule events.
4. To maintain and secure any assigned equipments.

THE DUTIES FOR THE RECREAION AIDE INCLUDES:

1. Passing out announcements, schedules and notices in the community assigned.
2. Reporting any equipment to facilities maintenance problems to the appropriate supervisor.
3. Officiating and scoring such athletic events such as softball, baseball, volleyball, basketball, etc.
4. Reporting on activities to the Recreation Coordinator as required.
5. Keeping Recreation facilities clean and safe.
6. Maintaining a pleasant and sportsmanlike atmosphere at sports events.
7. Working in a cooperative manner with community residents and other tribal employee.
8. Other duties as assigned by the Recreation Coordinators.

WORK ENVIRONMENT:

The Recreation Aide will work at the local Recreation office.

PHYSICAL DEMANDS:

The Recreation Aide should be in a good physical shape and be able to lift and carry heavy objects.

QUALIFICATIONS:

The minimum qualification for the recreation aide is:

1. High School diploma or GED.
2. Ability to read and write well and keep accurate records.
3. Past experience in recreation.
4. Personal vehicle, valid driver's license and liability insurance.
5. Preferential treatment will be extended to qualified Indian applicants.
6. Must complete a criminal background check on county, state and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350