



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Recreation Center Director</u>	OPENING DATE:	<u>August 5, 2020</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Exempt</u>	DEPARTMENT:	<u>Recreation Center</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Tribal Council</u>

HIRING PREFERENCE POSITION CATEGORY:	C
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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.
- 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.
- This is a hands on position, attendance at work is an essential job function.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseño 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.

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, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** - Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** - Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** - For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** - Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592

WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV

Fax: 951-587-2209

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