



**PYRAMID LAKE PAIUTE TRIBE**  
[www.plpthumanresources.org](http://www.plpthumanresources.org)

## **JOB ANNOUNCEMENT**

### **PARKS & RECREATION COORDINATOR**

Tribal Gym, Nixon, Nv  
\$16.03/hr.- \$17.67/hr. Cl. 507 Gr.12, *Regular*  
Full-Time, Non-Exempt

***Posted: 07/01/2022 – OUF***

**DEFINITION:** Under the supervision of the Administrative Supervisor, incumbent develops and implements a comprehensive Parks & Recreation program on the Pyramid Lake Paiute Reservation. Responsible for administration and management of all aspects of the program.

#### **DUTIES AND RESPONSIBILITIES:**

Plans, develops, implements and directs a broad recreational program of activities and services for youth and adults throughout year; to include winter and summer break activities.

Coordinates short-term and long-range planning to assess recreation needs through research of operational techniques, methods and equipment. May gain input from all age groups to determine needs assessment through random or specific surveys.

Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Parks and Recreation program.

Prepares and administers the program budget. Coordinates with Finance department and administrative staff in development of all fees, collection and accountability for the Parks and Recreation program.

Evaluates the recreation program effectiveness and participation. Implements improvements or modifications to program as needed. Interprets and enforces rules of play by maintaining order and discipline.

Plans and coordinates details of recurring activities and special events to make maximum use of volunteers, facilities, services and other resources. Provides information to the public regarding program activities.

Coordinates a variety of activities such as wilderness outings, sports, physical fitness, swimming, cultural activities, crafts, art, music, drama, reading, writing, public speaking, field trips, and spiritual activities. Maintains attendance logs.

Provides intercession activities to tribal youth during period of school vacations.

Must be available evenings and weekends to supervise or coordinate activities.

Coordinates the use of gyms, community centers, etc. to schedule activities for various organizations.

Maintains effective working relations with a variety of community organizations, groups and the public; works closely with Tribal departments and staff to provide comprehensive services to Tribal communities.

Develops a program for financial support of community organizations to participate in recreation based activities.

**DUTIES AND RESPONSIBILITIES, Continued:**

May supervise support staff as needed; coordinates concessions for Recreation program; and maintains supplies and materials.

Recruits volunteers to operate concession stands.

Prepares and maintains accurate reports and records of program activities. Submits monthly report to the Tribal Council.

Inspects recreational facilities to ensure safety compliance. Inspects other areas and conducts studies for proposed improvement and maintenance activities.

Maintains an inventory of office and recreation supplies and equipment; purchases, issues and collects supplies and equipment.

Promotes community interest in recreation program. Responds to public inquiries and complaints related to recreation programs and activities to maintain good public relations.

Attends training for development of skills necessary for position. Enforces safety procedures, performs first aid if required.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Ability to: administer new projects, programs and special events and work responsibly and independently of close supervision; effectively express oneself in oral and written communications; respond to public recreation, intercession, trends and community needs and resources; prepare and administer program budget.

Knowledge of: principles and practices of recreation and intercession program planning, development, implementation and management; safety practices and procedures relating to the work such as first aid, CPR, and life-guarding; principles and methods of administration, including goal setting, needs assessment and program evaluation.

Skilled in: establishing and maintaining cooperative working relations with Tribal officials, Program Directors, public organizations, committees, Youth and Families and others contacted in the course of work; planning, organizing, administering and coordinating a variety of Recreation services and programs; developing and implementing goals, objectives, policies, procedures and work standards; preparing clear and concise reports, correspondence and other written materials; prioritizing work and coordinating several activities.

Must be physically fit to actively participate in planned activities.

Must pass a thorough background investigation and must be bondable.

Must have a valid driver's license with good driving record and be insurable with applicable vehicle insurance coverage.

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*

**REQUIRED EDUCATION AND EXPERIENCE:**

High School graduate or GED equivalent. Must have first aid certificate and CPR or be able to obtain certification within first three (3) months of employment. Must have at least 2 years of supervisory experience.

Three years experience in leading a variety of recreational, educational and athletic activities OR College/University level course work in recreation or physical education. A closely related field may be substituted for experience.

**APPLY:**

Human Resources Office  
PO Box 256, Nixon, NV 89424  
(775) 574-1000, Extension 1132/1119/1120

[hrrecruiter@plpt.nsn.us](mailto:hrrecruiter@plpt.nsn.us) / [www.plpthumanresources.org](http://www.plpthumanresources.org)

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.