

# Quartz Valley Indian Reservation

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## Gymnasium Coordinator

<b>Job Title:</b>	Gymnasium Coordinator
<b>Department:</b>	Administration
<b>Job Status:</b>	Part Time, 20 hours/week
<b>Location:</b>	Quartz Valley Indian Reservation Gymnasium
<b>Reports To:</b>	Tribal Administrator
<b>Salary:</b>	DOE

### **Purpose:**

The following Quartz Valley Indian Reservation Job Description is a management tool to help explain in some detail the various aspects of the job announcement. The tribe seeks to organize tribal sport and athletic events and provide tribal members access to the tribal gymnasium and the exercise room. The expectation with regard to the specific job classification shall include building maintenance and oversight of all equipment. This person will develop and implement food services for the Snack Shack, to include knowledge of healthy food, sanitary food handling, inventory control, and finance management. 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.

### **Position Summary:**

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 of both the mechanical maintenance 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. This person must also have an enthusiastic approach to the development and implementation of the Snack Shack, to include knowledge of healthy food

handling skills and food finance management. The Gymnasium Coordinator will be working non-traditional hours.

**Duties and Responsibilities:**

1. Maintain the facility management for the tribal gymnasium program.
2. Responsible for public posting a calendar of events & shall coordinate with the Gymnasium Coordinator/Event Planner future scheduling.
3. 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.
4. Responsible for control of all utilities on a daily basis in order to control costs.
5. While working, the gymnasium coordinator shall clean all areas (inside/outside) of the facility as assigned by Tribal Administrator.
6. Shall arrange for removal of snow and weeds as required.
7. Must possess the ability to operate a computer and familiar with MS office suite.
8. Must be accountable for funds received, to include Snack Shack transactions, event sales and any circumstance where cash is handled in the course of duties.
9. Operate the snack bar to accommodate QVIR members and others with prepared food items and concessions.
10. Prepare and sell food items; order food, snack bar items and supplies from vendors through QVIR Purchase Order system.
11. Properly clean equipment, floors, counters, etc. and store supplies and unused food products at the end of each working day.
12. Prepare required inventories, reports, and prepare cash receipts to QVIR Finance Office.
13. Secure keys, computer codes and equipment.
14. Shall be responsible for maintaining a sign in sheet, opening and closing (locking) the facility on a consistent basis.
15. Cross-training duties and responsibilities with the Gymnasium Coordinator/Event Planner.
16. Additional related duties as assigned.

**Qualifications:**

1. Familiarity with the Quartz Valley Indian Reservation and culture.
2. Familiarity with the rules of basketball, volleyball, and any tournament that may take place at the gymnasium.
3. Must be available in case of emergency uses of the gymnasium.

4. Must have knowledge of food preparations and safety of food handling.
5. High school diploma or equivalent.
6. Must be able to handle money, count back change and document expenditures and revenue.
7. Valid driver's license
8. Certified CPR within six months.
9. Must possess the ability to lift up to 50-70 pounds and ambulate free from any physical limitations do to the specific nature of the work performed.

**Requirements:**

1. Must be able to pass a background check.
2. Must adhere to tribal drug and alcohol policy.
3. Possess a good work ethic and able to promote a good role model to youth.
4. Keep regular hours of operations as prescribed by tribal leadership.

**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.***

**To Apply: To request a Tribal Application, and submit you applications, please contact Charlene Henry, Human Resources Generalist, Quartz Valley Indian Reservation, 13601 Quartz Valley Road, Fort Jones, California 96032, or by email; [humanresources@qvir-nsn.gov](mailto:humanresources@qvir-nsn.gov), or call 530-468-5907.**

**Application Deadline: Open Until Filled**

**Quartz Valley Indian Reservation  
13601 Quartz Valley Road  
Fort Jones, California 96032  
530-468-5907**