



## QUARTZ VALLEY INDIAN RESERVATION Job Description

<b>Job Title:</b>	Gymnasium Coordinator	<b>Location:</b>	Quartz Valley, CA
<b>Department:</b>	Administration Department	<b>Reports to:</b>	Tribal Administrator
<b>Job status:</b>	Full-time	<b>Salary Range:</b>	\$15.00 per hour

### **Purpose:**

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.

### **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 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.

### **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.

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7. Shall arrange with custodian to have snow removed.
8. Shall be responsible for opening and closing (locking) the facility on a constant basis.
9. Other duties as assigned.

### **QUALIFICATIONS**

1. Familiarity with the Quartz Valley Indian Reservation and culture.
2. High School diploma or equivalent
3. Valid Driver License and must be insurable.
4. Certified CPR/First Aid or must obtain within 30 days of being hired.
5. 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.

### **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(1), preference in filling all vacancies will be given to qualified American Indian Candidates.*

To Apply: To request a Tribal Application, and submit your application, please contact Charlene Henry, Director of Human Resources, Quartz Valley Indian Reservation, 13601 Quartz Valley Road, Fort Jones, California 96032, or by e-mail: [humanresources@qvir.com](mailto:humanresources@qvir.com), or call 530-468-5907.

Application Deadline: Open Until Filled