

# The SHOSHONE-BANNOCK TRIBES

**FORT HALL INDIAN RESERVATION**  
P.O. Box 306  
Fort Hall, ID 83203



**HUMAN RESOURCE DEPARTMENT**  
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## JOB ANNOUNCEMENT

**TITLE:** GIRLS YOUTH ACTIVITIES SUPERVISOR  
**DEPARTMENT:** THHS – Recreation  
**SALARY:** \$13.90 (G7/S1) AFTER PROBATION  
**OPENS:** March 15, 2021  
**CLOSES:** March 26, 2021  
**CAREER STATUS:** NON-EXEMPT – CONDITIONAL UPON SUCCESSFUL PROBATIONARY EVALUATION & BUDGET APPROPRIATIONS.

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Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

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## GENERAL STATEMENT

Fort Hall Youth Activities Supervisor will coordinate and supervise various activities and events set in place for children and teenagers. They will assist with the management of special events that take place at Timbee Hall or in collaboration with Fort Hall Recreation, they will also be assisting with the implementation of evening and weekend recreation programs and activities in order to provide quality service to the community. Will also be required to assist with the development and management of the policies and procedures for various recreational sports leagues and extra-curricular activities.

## SUPERVISION

Will be supervised and evaluated by the Recreation Director and will receive general supervision from the Recreation Supervisor.

## DUTIES AND RESPONSIBILITIES

Provide leadership to youth of all ages, supervising children on field trips and off-site activities. Supervise the Fort Hall Girls' Club, setting up activities that are youth and family oriented. Hygiene education, internet safety, bully prevention, staying safe in relationships, healthy friendships, building self-esteem, making friends and losing friends, self-care, self-acceptance, the dangers of smoking and drinking, keeping safe from dating violence, and other various classes that encourage a healthy lifestyle.

**GIRLS YOUTH ACTIVITIES SUPERVISOR**

Assist in coordinating and setting up new family-oriented, kid friendly programs for the Fort Hall Recreation Program.

Coordinate and provide direct supervision to program employees, and volunteers as needed.

Organize staff work schedule

Manage conflicts that may arise within the program.

Establish procedure for replenishment of program supplies. Create Summer Program Brochures Collaborate with Fort Hall IHS Dental, Portneuf Library, Fort Hall Elementary, Pocatello Reel Theatre, Ross Park Swimming Pool, Lava Aquatic Complex, make contact, set up schedule for summer programs.

Create Tournament Packets for every team that enters every tournament. Tournament packets will contain: Team name, contact person, amount owed to us, game time, game location. You will give them a copy of the rules and a copy of the bracket.

Tournament registration: You will register tournament participants, you will be responsible for checking their identification, and making sure they fit the criteria for said tournament. You will be collecting the entry fees until every team has checked in, and you are responsible for writing receipts and ensuring that the funds are received by the program supervisor or director.

You will be responsible for watching over the gym during tournament play. You must make decisions and fill in if a scorekeeper or official doesn't show up. You must learn how to do book and clock so you are prepared in a situation like this.

Perform general clerical functions, including preparing posters, league schedules, standings, brackets for tournaments, rules and other policies and procedures that may need to be included. Must type at least 40 wpm and be knowledgeable about Microsoft Outlook, Microsoft Word, and Excel. Must be able to learn how to operate ZOOM meetings, all-pro league software, and learn time clock plus.

Assist with basic cleaning of Timbee Hall and the facilities. (Skate park, park, softball field, grass area, parking lot, basketball court, vehicles.)

Responsible for collecting league fees. Will need to learn how to write a receipt and be responsible for ensuring the moneys are given to program supervisor/ director. Will need to keep track of the players who have paid and the teams who have paid.

Will be in charge of giving the officials their paychecks during league nights.

Will attend monthly meetings held by the Health Promotion Disease Prevention Department. Will set up the display case for one month out of the year at the Fort Hall Indian Health Services Clinic.

Responsible for organizing Easter prizes and prize eggs. You also get the helpers needed to hide the eggs and runners to get the prizes when people come to collect.

## **GIRLS YOUTH ACTIVITIES SUPERVISOR**

Help organize Christmas decorating and organize the parade of lights by collecting forms.

Organize the stockings for Christmas, either organize the girls club to put them together or do it yourself. Collaborate with FHPD to get the stockings.

Organize the helpers needed for Christmas, the helpers used to pass out oranges and candy canes on the sleigh are volunteers, you don't need to pay them but you do need to ask them in advance.

Halloween bus route is supervised by the teachers but you need to ensure that you are cautious about bus safety and make sure that no child is left on your bus.

Will be responsible for keeping the bulletin board in the Timbee Hall lobby up to date with public information, as well as information from Tribal Health Departments. The Small Bulletin Board in the lobby must be updated with current league game schedules, and standings and each week, the schedule is updated, as well as the win-loss record.

Use the all-pro software application to access the league schedules. You must print off a master schedule every week, with current and correct league games for that week. Hang it next to program director's desk for easy access by all staff. Teams will call for their game times and you will need to know.

Must be able to complete monthly, quarterly, and annual reports on time, correctly with no grammatical errors. Also send weekly updates to the Sho-Ban news. As well as pictures and league standings with upcoming events. Activity calendars, newsletters, meeting information, and incident reports must be filed correctly for future reference.

Collaborate with the Boise Bicycle Project for bikes for local youth.

Must demonstrate knowledge or willingness to learn the rules and fundamentals of various sports. Will be required to referee and/or keep score during leagues and must have a general understanding of the game.

Must be able to maintain discipline and order while on field trips and off-site activities, also while supervising adult open gym and leagues.

Must be able to adapt quickly to change.

Must be willing to learn to put up the volleyball net.

Conducts self with a professional mannerism that will bring credit to the tribal government.

Must have a valid driver's license (CDL preferred) and be insurable through the tribes. You will be transporting children to various activities and will be responsible for the safety of others while in operation of a tribal vehicle.

## **GIRLS YOUTH ACTIVITIES SUPERVISOR**

Self-starter, completes tasks in a timely manner, and must possess ability to work independently with little to no supervision, will be required to make some decisions on their own.

Must have excellent verbal and written communication skills, employee will be dealing with the community and must be able to interact well with others.

Ability to understand and execute a variety of written and verbal instructions.

Must have excellent communication skills over the telephone, you will be frequently answering questions and making phone calls to various teams and individuals in regards to recreation tournaments, leagues and activities.

Will be left unsupervised in the office and must demonstrate exceptional organizational capabilities, you are expected to give the correct information about program activities, game- times, signing up for tournaments etc.

Must be willing to coach youth in various sports.

Employment History must prove creditability and dependability. Must maintain confidentiality of information received at work.

Employee will not fraternize with individuals who utilize Fort Hall Recreation facilities, or activities. All public relations while employee is on the clock are to remain professional.

Performance standard shall include but not limited to:

Ability to maintain dependable attendance and reliability Efficient use of public skills to provide quality customer service

Ability to establish and maintain effective working relationship with staff Demonstrated knowledge of practices and procedures utilized in environment

Employee will complete duties as assigned by the program director and/or supervisor. Must be able to work nights for 9 months out of the year. Must be able to work weekends.

### **Qualifications**

Must have a high school diploma or GED. Must be able to pass an alcohol/drug screen.

Must be clean and sober for at least 5 years and must not be currently on probation.

Must demonstrate ability in interpreting and applying laws, regulations, resolutions, and policies. Must have a valid driver's license (CDL preferred) and be insurable by the tribes.

Must type 40 wpm and have basic computer skills .

## **GIRLS YOUTH ACTIVITIES SUPERVISOR**

Must be knowledgeable about Microsoft Outlook, Microsoft Word, Excel, Timeclock Plus, ZOOM, must be willing to learn NVMS V3 System.

Must have a successful work history with two years of work experience required, related to the supervision of children in addition to youth activities.

This position is to Supervise the Fort Hal Girls' Club, a female is preferred.

Must demonstrate knowledge of rules or willingness to learn the rules and fundamentals of various sports.

Must be willing to referee and officiate various recreational sports leagues and will be required to make calls during league games.

Must be physically able to carry out the essential functions of this position. Must be able to lift at least 50 pounds and be on your feet for long periods of time.

Must meet character and sustainability standards to work with children. A criminal and character background check will be completed as a condition of employment.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual Section 1260.

### **IMPORTANT APPLICATION CRITERIA**

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Human Resource Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5 p.m.** on the closing date.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, degrees and other supporting documentation.

Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

### **GIRLS YOUTH ACTIVITIES SUPERVISOR**

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-98-0405.

**GIRLS YOUTH ACTIVITIES SUPERVISOR**