



BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY
Big Pine Paiute Indian Reservation

Job Announcement:

Wellness Center Supervisor

Regular Part-time (approx 20 hours per week)

\$12.00-\$15.00 per hour, no benefits

Closing Date: October 20, 2017 at 5:00 P.M.



GENERAL SUMMARY:

The Wellness Center Supervisor is responsible for providing general supervision of employees, volunteers and contractors of the Big Pine Wellness Center. The Wellness Center Supervisor provides management in the areas of supervision, scheduling, hiring, training, evaluations and corrective action plans and reports to the Big Pine Paiute Tribal Administrator and provides recommendations as needed. The Wellness Center Supervisor is responsible for setting up procedures for maintaining records, planning and collaborating on events and promotions, tracking memberships and providing training on the use, care and maintenance and safety off all machines and equipment.

ESSENTIAL FUNCTIONS:

- Coordinate and schedule all activities with fitness instructors regarding classes held at the Wellness Center.
- Assist in the ordering of equipment and supplies and maintain an updated inventory list.
- Provide high-quality public relations to all persons calling or appearing at the Big Pine Wellness Center and communicate any concerns, problem, or suggestions to the Tribal Administrator.
- Submit monthly reports to the Tribal Council that outlines membership data, including but not limited to: attendance, collected fees, marketing plans, promotions and grant related information.
- Ensure all Wellness Center Monitors are properly trained and understand their daily responsibilities
- Assign daily tasks and duties to Wellness employees as needed.
- Schedule facility or machine maintenance as needed or requested.
- Fill in as a Wellness Center Monitor as needed.
- Attend Big Pine Paiute Tribal Council Meetings and/or Big Pine Paiute Development Corporation Board of Directors' Meetings as requested.

QUALIFICATIONS:

- At least 18 years old.
- High School diploma or GED preferred.
- Previous experience with record-keeping, including cash handling procedures.
- CPR Certified or must obtain certification within 30 days of hire.
- Must possess advanced computer skills including Microsoft Word/Publisher/Power Point/Excel
- Must be able to pass reference checks, criminal background check and drug and alcohol testing.
- Must have previous employee supervisory or leadership skills, preferably in the fitness or wellness field.
- Must have a valid driver's license and be insurable.

ADDITIONAL RESPONSIBILITIES:

- Demonstrate a commitment to service, organizational values and professionalism through appropriate conduct and demeanor at all times.
- Adhere to and exhibit the core value of excellence by continually meeting the standards to achieve/maintain quality in the work place.
- Maintain confidentiality and protect sensitive data at all times.
- Adhere to organizational and work place safety standards, guidelines and policies.
- Work collaboratively and support efforts of all Tribal programs, policies and values.
- Demonstrate exceptional customer service and interact effectively with clients, staff, Tribal officials and the health care community.
- Seek additional funding opportunities for maintaining current events and future activities.
- Other duties as assigned in relation to overall scope of work.

Indian Preference applies to this position pursuant to the Big Pine TERO Ordinance and the Indian Self-Determination and Education Assistance Act (24.U.S.C. 450, et. Cet.) 25 CFR 271.44)

Application Deadline: Interested individuals must complete a Big Pine Tribal Application and a Big Pine TERO application (if Native American), which must be received by the Big Pine Tribal Office no later than **October 20, 2017 at 5:00 p.m.** Applications are available on the Tribe's website: www.bigpinepaiute.org or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513.