



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: SUPERVISOR ON DUTY FULL TIME

SUPERVISOR: COMMUNITY CENTER MANAGER

OPEN: OPEN UNTIL FILLED

SALARY: \$17.25 HOURLY 1FTE

REPRESENTATIVE DUTIES INCLUDE: The Supervisor on Duty reports directly to the Community Center Manager and ensures every facet of the operation runs smoothly during their assigned shifts. The Supervisor on Duty provide continuous managerial coverage of all functional areas, they resolve concerns and report department-specific issues during their assigned shift. Responsible for the operations of the Community Center, including all resources (i.e. facility, gym, events and classes) during assigned shift.

MINIMUM QUALIFICATIONS:

1. Associate's Degree in Education or related field preferred. Will substitute an Associate's Degree with proven five years' equivalent combination of training, education, and experience that would provide the required knowledge and abilities
2. Must be dependable and able to work varied hours and weekends to accomplish the goals of the department.
3. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
4. Must be able to work in a team environment.
5. Strong organizational, communication and interpersonal skills required.
6. Possession of a valid First Aid/CPR Card or ability to obtain certification within 30 days after beginning employment.
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS Open Until Filled: The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

2/17/2023