



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: SUPERVISOR ON DUTY

SUPERVISOR: COMMUNITY CENTER MANAGER

SALARY: \$17.25 HOURLY 1 FTE

NATURE OF WORK: 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for the operations of the Community Center, including all resources (i.e. facility, gym, events and classes) during assigned shift.
2. Responsible for ensuring that the building, equipment and machines are working during assigned shift.
3. At the beginning and end of the shift, inspect the entire facility and operations for safety hazards, cleanliness and potential problems.
4. This is a hands-on position, attendance at work is an essential job function.
5. Performs a variety of miscellaneous duties such as answering phones and helping set-up for events or activities, etc.
6. Follows administrative and program policies and procedures within assigned areas.
7. Performs other job-related tasks and special assignments as required by the Supervisor.
8. Open and close building for all events scheduled at the Community Center and inspect after events for proper clean up by user.
9. Responsible for the direct supervision of every facet of the operation and all the operational employees on their assigned shifts, including interacting with vendors, visitors, installations, equipment maintenance and any other activity or incident that might occur.
10. Regularly circulates through all areas of the community center monitoring staffing levels and observing employees during the performance of their duties to ensure a high level of competency and performance. Coordinates employee rotations and breaks, manages call-out or no shows by calling in non-scheduled employees as necessary.
11. Represent the company in a positive manner.
12. Maintains professional dress standards and personal appearance as dictated by the policy manual.
13. Meets attendance guidelines by reporting to work as scheduled with dependability and consistency.
14. Other duties as required.

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.
8. Must receive or be willing to receive the COVID-19 vaccination, including booster shot(s) by the date of hire to be considered. Proof of vaccination is required

Behavior 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.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

Application instructions

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____