



INSTITUTE OF AMERICAN INDIAN ARTS

RECREATION ASSISTANT JOB DESCRIPTION

DEPARTMENT	STUDENT LIFE
CLASSIFICATION	NON-EXEMPT, (FULL TIME/9 MONTH – certain benefits will be pro-rated at 75%)
REPORTS TO	ACTIVITIES COORDINATOR
SUPERVISES	NONE

SUMMARY OF RESPONSIBILITIES:

Under the direction and supervision of the Student Activities Coordinator, the Recreation Assistant is charged with the planning, coordination and implementation of student intramural and extramural sports activities, which includes providing reliable and safe transportation for student activities and events. Serve on assigned committees and support, the vision, mission and core values of IAIA.

ESSENTIAL POSITION FUNCTIONS:

- Plan and implement an effective and engaging intramural and extramural sports program.
- Implement other planned student activities, including social, art and cultural activities, which are in alignment with the Student Activities Coordinator's requirements, which includes designing and posting activity sign-up sheets.
- Maintain an effective, efficient and accurate check-out/in log for all sports and recreation equipment.
- Maintain the sports and recreation equipment in a clean, safe and good working condition.
- Submit work orders to the Student Activities Coordinator for the repair of equipment.
- Distribute the monthly activity schedule on campus in a timely and accurate manner.
- Collect and submit activity and recreation receipts to Student Activities Coordinator.
- Ensure that at all time the students are provided with safe and reliable transportation to activities and/or events.
- Assist with the IAIA's annual Spring Powwow.
- Coordinate the IAIA Ambassador Competition.
- Maintain a courteous, profession and respectful relationship with students in compliance with IAIA's Employee Conduct Policies.
- Perform and/or complete other duties as assigned.

REQUIRED EXPERIENCE AND EDUCATION:

Must have an Associate Degree AA or two years of hands-on and comparable college experience in recreation or physical education or equivalent experience. Must have a valid driver's license and and clean driving record.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have a clean driving record in order to be bondable to drive a government vehicle.
- Ability to plan, organize and implement intramural & extramural sports activities.
- Ability to resolve conflicts in a constructive, effective and professional manner.
- Must have a pleasant, courteous, and professional demeanor and presence.
- Knowledge and ability to complete word processing and computer tasks.
- Ability to communicate clearly and effectively both verbally and in writing in order to collect, exchange and provide information, in an accurate and timely manner.
- Must be able to successfully complete assigned duties with appropriate campus resources, while interacting with students, staff, faculty, and network.
- Adaptability to a changing work schedule.
- Ability to interact and successfully work with college students as related to job duties.

- Willingness to understand and demonstrate respect and sensitivity to American Indian Cultures and Alaskan Native Cultures is essential.
- Adhere to appropriate standards of conduct and ethics including:
 - confidentiality
 - non-fraternization with students
 - follows directives
 - exhibit ability to adapt to changing work environment
 - treat others at all time with dignity and respect
 - exhibit honesty and integrity at all times
 - engage in pro-active problem solving.
 - complete job duties as required
 - refrain from engaging in rumors, gossip, or inappropriate discussions
 - attend and participate in meetings as required
 - comply with all IAIA policies and practices
 - ability to take direction and complete job duties in a timely manner
 - demonstrate a courteous and professional presence and appearance at all times
- Ability to work with minimum supervision, begin projects and complete projects independently in a timely manner, and initiate and complete projects as needed.
- Ability to complete other duties as assigned.

Working Conditions

- Ability to sit, stand and or walk for extended periods of times.
- Ability to use a computer work station.
- Ability to read and interpret basic to complex data/information/guidelines/ procedures, etc related to student housing procedures/guidelines.
- Ability to move and/or maneuver items weighing up to 30 lbs.
- Performance evaluation will include assessment of performance results as described herein.
- Management has the right to revise this job description at any time, with or without notice.
- The job description is not a contract for employment.
- Occasional use of company vehicle.
- This job description does not list all the duties of the job.
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- The job description is not a contract for employment.