



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 12/21/2021	Employee Requisition Number ER-22070	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>DORMITORY/RECREATIONAL MANAGER</b>			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: EUFAULA DORMS	Location: Eufaula	Location Code: 102	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the direction of the Administrator, the Dormitory Manager/Recreation Coordinator will lead and manage designated home living area(s), both male and female, in accordance with the vision and mission of the Muscogee (Creek) Nation Eufaula Dormitory upholding the standards set out within the policies and procedures of the Dormitory to ensure the highest standards of young person centered support is delivered and maintained.. Will work with Dorm staff in scheduling indoor and outdoor recreational activities. Must be proficient in Microsoft Office products: Word, Excel, and Power Point.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. To ensure effective scheduling management is in place to provide appropriate staffing for student supervision.</li> <li>2. Practice first aid and to observe any symptoms of serious illness which should be reported to his/her supervisor and to assist in providing assistance to staff home nursing care to ill students upon standing orders of doctors and or nurses.</li> <li>3. To provide practical guidance and advising on individual students and group basis covering such matters as homesickness, discipline, personal health and hygiene, fair play, attitudes of democracy, courtesy, good grooming, etiquette, self-control and group living. Renders oral or written reports on progress of the students for whom they are responsible.</li> <li>4. Must read and document all necessary information by the Dorm staff for daily and nightly reports and student counts as required by CFR 25 and NCLB Act and insure that these reports are accurate and submitted in a timely manner as required by the implementation of the No Child Left Behind Act of 2001 as they apply to 25 CFR Parts 30,37, 39, 42, 44, and 47 of the Final Rule.</li> <li>5. Supervise staff in overseeing student details in maintaining the Dormitory and surrounding grounds in a clean and safe condition. Assist staff in instructing students on using the washing machines, vacuum cleaners, polishers, showers and ironing clothes.</li> <li>6. As a Recreation Coordinator, will work with the Dorm staff in planning, organizing, and supervising recreational activities such as dances, carnivals, and other indoor and outdoor activities.</li> </ol>



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	<p>7. Ensure medications are administered by the Dorm staff according to policy, monitoring arrangements and checking on documentation on a weekly basis.</p> <p>8. Schedule and conduct orientation for all Dormitory staff at appropriate times.</p> <p>9. Schedule and conduct orientation for all students attending Eufaula Dormitory by the 2nd week of enrollment and arrival.</p> <p>10. Promote a positive and safe atmosphere that makes all residents and staff feel comfortable, to establish a Manager, Staff, and Student relationship.</p> <p>11. Enforce all rules of the dormitory as listed in the Student and Parent Handbook as discussed at orientation for staff and students.</p> <p>12. Be responsible in conducting fair evaluation assessment reports on staff and students for submission to the Administrator.</p> <p>13. After 5:00 p.m. will be responsible for the overall management of the Dormitory.</p> <p>14. Other duties as they may arise.</p>
Minimum Requirements:	Associates Degree in related field. One year or more of residential experience or related field. Excellent communication and organizational skills when working with staff and students. Have necessary computer skills. Know how to train staff and work as a team.
Preferred Requirements:	Bachelor's Degree in field related to Residential Living or Recreation. Two years or more of residential experience or related field. Knowledge of Muscogee (Creek) Nation, Bureau of Indian Education, and the Eufaula Dormitory policies and procedures. CDL with bus driver endorsement. Excellent communication and organizational skills when working with staff and students. Have necessary computer skills. Know how to train staff and work as a team.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	First Aid, CPR

**Competencies:**

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.



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- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

**Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:  Up to 50 lbs.  Up to 100 lbs.  Over 100 lbs.  
 Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.