



**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 04/19/2022	Employee Requisition Number ER-22231	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>RECREATION COORDINATOR</b>			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: REINTEGRATION PROGRAM	Location: Henryetta	Location Code: 106	FT/PT 1-Full Time

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

General Summary:	Under the Reintegration Department Manager, the recreation coordinator works with internal and external parties to organize various components needed to initiate, supervise and lead a range of leisure, health and fitness activities and assisting in the promotion and development of these activities.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> <li>• Coordinates activities of paid and volunteer recreation services personnel on the reintegration campus and off campus as needed</li> <li>• Develops and promotes recreation programs</li> <li>• Coordinating the organization of sporting and leisure events</li> <li>• Recommending recreational activities suitable to individual and group interests, needs and capabilities</li> <li>• Monitoring the use of facilities, equipment and activities</li> <li>• Reception duties, request of facility use, oversight of the wellness center</li> <li>• Welcoming customers, dealing with inquiries, emergencies, and accidents requiring first aid</li> <li>• Submitting orders for supplies and services and tracing progress and results</li> <li>• Availability to work flexible hours</li> <li>• Performs any and all reasonable duties and responsibilities as necessary</li> </ul>
Minimum Requirements:	<ul style="list-style-type: none"> <li>• High School Diploma or GED with experience in planning or organizing recreational events.</li> <li>• Must possess a valid Driver's License</li> </ul>
Preferred Requirements:	<ul style="list-style-type: none"> <li>• Degree in health or physical activity related coursework. Combination of experience and education acceptable</li> </ul>
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	CDL within the first year of employment

**Competencies:**



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- 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.
- 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.

### MCN Policy Requirements:



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All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.