



# Walker River Paiute Tribe

*Human Resources Department*

## **JOB ANNOUNCEMENT**

Job Title:	Wellness Assistant	Supervisor:	Health Director
Department:	Clinic	Location:	Tribal Gym
Salary Range:	\$12.19-\$12.80	Pay Grade:	5
FSLA Status:	Non-exempt	Type:	Full-time
Open Date:	June 15, 2021	Close Date:	June 28, 2021

### **DEFINITION:**

The Wellness Assistant will be responsible for establishing a Wellness program for the Schurz community. In addition, be responsible for the care and upkeep of all recreational facilities and equipment. The goal of the Wellness program is to provide activities in clean facilities, allowing community members to concentrate on physical fitness. The position will also require writing grant proposals for programs (i.e. Pop Warner football, soccer, etc.) equipment and other necessary items to maintain the Wellness program.

### **DUTIES AND RESPONSIBILITIES:**

- Responsible for scheduling recreational activities for the community on a weekly basis.
- Responsible for organizing recreational leagues (i.e. basketball, volleyball, etc.) and tournaments.
- Responsible for monthly scheduling, and calendar of the gym and swimming pool.
- General maintenance and cleaning of the gym and swimming pool is required.
- Responsible for ordering all cleaning supplies and making them available to facility users.
- Responsible for establishing rules and regulations for facility use.
- Responsible for the collection of required fees and deposits (i.e. entry fees, rental fees, etc.)
- Supervises summer youth, volunteers and users of the facilities.
- Responsible for notifying and informing teams, groups and individuals of gym use.
- Must be able to work flexible hours (i.e. weekends, and evenings).
- Required to provide a written monthly report to the Health Director/Tribal Council on a monthly basis.
- Responsible for maintaining inventory levels for supplies, and equipment for all the Wellness facilities.
- Performs routine housekeeping functions, such as mopping and cleaning bathroom areas. Sweeps in and around facilities; removes windblown refuse from the areas outside and near the facilities.
- Empties wastebaskets, removes refuse, cleans and sanitizes drinking water fountain and toilet fixtures.
- Responsible for maintaining swimming pool pumps and keeping the correct chemical balance of the water; this will require daily checking throughout the summer.
- Will require some travel, and training sessions related to the position.
- Plan organize direct funerals.
- Transport program participants to and from activities.

- Maintain effective working relationships.
- Inspect and repair facilities to ensure safety compliance.
- Maintain inventory of table, chairs & other supplies as needed.
- Develop & distribute public outreach notices to inform community of events.
- Other job-related duties as assigned but not limited to those as described.

**MINIMUM QUALIFICATIONS:**

- Must have a valid Nevada Driver’s License, provide a DMV report.
- Must have background in gymnasium and swimming pool facilities and/or a Wellness program.
- Must have good communication and organizational skills.
- Must have experience in creating and running tournaments & leagues.
- Ability to work with limited supervision and take initiative to complete all tasks.
- Ability to work a flexible schedule (i.e., weekends, evenings)

**REQUIRED EDUCATION AND EXPERIENCE:**

- High School Diploma or equivalent required.
- A Bachelor's Degree in Physical Education or Recreational Therapy preferred.
- In lieu of Bachelor’s Degree must have at least one (1) year working with youth in a controlled setting.
- Must have current State of Nevada EMT Certification, First Aid and CPR Certification or able to obtain within one (1) year.
- Must have worked with children effectively and equally with a diverse culture, community and youth of all ages.
- Must be able to successfully pass a background check as required by P.L. 101-630, etc.

For applications contact Human Resource at the Tribal Administration Building,  
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;  
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: [wfrank@wrpt.org](mailto:wfrank@wrpt.org)  
<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.