



BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY

Big Pine Paiute Indian Reservation

Job Announcement:

Wellness Center Project Manager/Supervisor

Regular Part-time (approx 35 hours per week)

\$17.00 per hour

Closing Date: January 15, 2018 at 5:00 P.M.



GENERAL SUMMARY:

The Wellness Center Project Manager/Supervisor is responsible both for overseeing program projects funded by grantors, such as CRIHB and Toiyabe Indian Health Project, which focus on increasing physical activity, healthy eating and the reduction of commercial tobacco use by Tribal Members and others in the community as well as providing general supervision and scheduling of employees, volunteers and contractors of the Big Pine Wellness Center. Additionally, the Supervisor/Project Manager will provide training and annual evaluations for all WC employees. The WC Supervisor/Project Manager will implement regular surveys on community needs and compile feedback results on existing WC programs, analyze data related to membership and attendance at the WC. In addition, this position is responsible for seeking additional grant funds to augment existing programs and for setting up procedures to maintain records, planning and collaboration on events and promotions, tracking memberships and providing training on the use, care and maintenance and safety of all machines and equipment. The position reports to the Big Pine Paiute Tribal Administrator and provides recommendations as needed.

ESSENTIAL FUNCTIONS:

- Assist in the maintenance of equipment and supplies for program related activities and review the updated inventory list to identify needs.
- Provide high-quality public relations and outreach for the programs offered by the Wellness Center.
- Compile monthly reports related to membership data, attendance, marketing plans, promotions and grant related information.
- Supervise project development and assigned workers for each task.

MINIMUM QUALIFICATIONS:

- At least 18 years old.
- High School diploma or GED.
- Must possess advanced computer skills including Microsoft Word/Publisher/Power Point/Excel
- Previous experience with record-keeping, including cash handling procedures.
- CPR Certified or must obtain certification within 30 days of hire.
- Must be able to pass reference checks, criminal background check and drug and alcohol test.

- Must have previous employee supervisory or leadership skills, preferably in the fitness or wellness field.
- Must show initiative and possess excellent independent judgment regarding decisions on moving forward.
- Must have a valid driver's license and be insurable.

PREFERRED QUALIFICATIONS:

- Previous grant-writing experience
- AA Degree or higher in Business Management or Physical Education

ADDITIONAL RESPONSIBILITIES:

- Maintain confidentiality and protect sensitive data at all times.
- Adhere to organizational and work place safety standards, guidelines and policies.
- Work collaboratively and support efforts of all Tribal programs, policies and values.
- Attend Big Pine Paiute Tribal Council Meetings and/or Big Pine Paiute Development Corporation Board of Directors' Meetings as requested.
- Demonstrate exceptional customer service and interact effectively with clients, staff, Tribal officials and the health care community.
- Other duties as assigned in relationship to overall scope of work.

Indian Preference applies to this position pursuant to the Big Pine TERO Ordinance and the Indian Self-Determination and Education Assistance Act (24.U.S.C. 450, et. Cet.) 25 CFR 271.44)

Application Deadline: Interested individuals must complete a Big Pine Tribal Application and a Big Pine TERO application (if Native American), which must be received by the Big Pine Tribal Office no later than January 18, 2018 at 5:00 p.m. Applications are available on the Tribe's website: www.bigpinepaiute.org or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513.