***Vacancy Announcement***

**Position:** Operations Coordinator  
**Reports to:** Parks and Recreation Executive Director  
**Branch:** Executive  
**Statute:** Non-Exempt  
**Issue Date:** September 5, 2019  
**Until Filled**

The Operations Coordinator shall work under the supervision of the Parks and Recreation Executive Director and shall oversee the maintenance, repair, renovation, replacement, of tribal parks and recreation facilities that includes grounds keeping. The facilities under the management of the Cheyenne and Arapaho Tribes includes: community halls, pow wow grounds facilities and structures, ball fields and event centers, and other areas deemed necessary by the Executive Director. The Operations Coordinator shall be responsible for staffing of community halls for events.

**Duties and Responsibilities:**
- Responsible for assessing all repairs, renovation, replacement, and maintenance of tribal parks and recreation facilities.
- Participate in the development, planning, design and implementation of improvement projects to existing facilities.
- Monitor and evaluate efficiency and effectiveness of methods and procedures and review with respective management.
- Facilitate use of all tribal resources in communities.
- Must be able to understand a variety of complex analytical and statistical reports.
- Coordinate all activities with applicable Programs/Departments.
- Respond to and resolve sensitive and difficult inquiries and complaints.
- Perform related duties as assigned.

**Qualifications:**
- Must have knowledge of federal, state, county, city, and tribal laws, codes, regulations, and guidelines relating to the operation of recreation facilities and activities.
- Must have human resource experience specifically in supervision, training, and performance evaluation.
- Must be able to work in variable work conditions and meet unexpected deadlines.
- Must have good communication skills in dealing with supervisors and subordinates.
- Must understand the recreational, social, and cultural needs of the community.
• Must possess a principle of facility supervision, facilitation, and maintenance.
• Must have good computer skills.
• Bachelor’s Degree preferred but not required. Education requirement may be substituted for verified experience in facility and supervisory management
• High school graduate or GED
• Must possess valid Oklahoma Driver’s License
• Must have good driving record and be insurable through fleet management insurance
• Cheyenne and Arapaho Tribal Preference

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
**Personnel Department**
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

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