

International Traditional Games Society (ITGS) Project Coordinator/Lead Instructor

Advance in your career while making a real difference in the communities you serve.

Are you into sports and games? Do you enjoy working with Native, diverse and mainstream youth and families? Are you interested in joining a close knit and expanding community of individuals dedicated to respectfully learning and sharing indigenous games, social activities and cultural practices?

The International Traditional Games Society (ITGS) is dedicated to discovering, exploring, sharing, and enjoying indigenous games and practices through creative and challenging recreation that improves youth physical, emotional and social health. Our passionate, qualified, energetic, and committed staff bring a wide range of skills, trades and professional interests to this work. If you have a positive attitude, excellent communication skills, strong work ethic and a passion for youth service, come join in the fun!

Who We Are: The ITGS is a 501(c)(3) educational nonprofit which has helped to identify and share - in a "good way" - the traditional games from several regional indigenous Nations including the Blackfeet, Salish, Kootenai, Pend d' Oreille, Crow, Chippewa, Cree, Lakota, Dakota, Nakota, Ojibwe, Assiniboine and from other North American Native Nations in the US and Canada. All this has been done with the ongoing guidance and support of elders, teachers, parents, families, leaders, community members, and more. In over 30 years of work, ITGS has involved over 150 individuals serving as instructors, facilitators, coaches, guides, and assistants touching an estimated 60,000 students, teachers, family members, contributors, event attendees, and professionals. All this has been and continues to be done with the same growing enthusiasm, curiosity, and joy that first motivated those first students and teachers many years ago.

Position: Part Time/Full Time (primarily standard work week with some evenings and weekends required). Contingent on availability of funds.

Salary: \$35,000 to \$42,000 (dependent upon dedication to indigenous communities, experience, education, and willingness to receive training and seek further education). Contingent on availability of funds.

Benefits: Paid time off, Flexible scheduling

General Description: This position is devoted to providing outdoor and indoor indigenous recreation programming and activities, management and scheduling of events, school and community outreach, and promotion, program development and fund raising. Serves as the ITGS primary community lead for recreation services function. The position does not require supervision of employees but does include guidance and coordination of part-time instructors, volunteers and community participants. This position is directly supervised by ITGS Executive Director and responsible to the Board of Directors.

Responsible for assessing current needs; conducting community surveys; coordinating program development; developing recreation and program plans; identifying and contracting with vendors; organizing volunteers; evaluating programs and making modifications; community relations; maintaining inventory of supplies and equipment; assuring facility cleanliness and preparing reports.

Duties/Responsibilities

- Supervises outdoor culturally relevant program and events; develops program or event plans and schedules; assesses community needs through surveys and other tools; supervises staff and/or volunteers, including planning, assigning, and evaluating work; evaluates programs and makes modifications; and monitors program or facility expenditures.
- Supervises facility usage and scheduling operations; ensures facility safety and cleanliness; assesses program and event needs and facility capacity; monitors supply inventories and ensures adequacy; identifies and gathers contracts with vendors, gathering quotes and bids, submits supply orders, and ensuring that procurement activities comply with ITGS policies and procedures.
- Prepares, reviews, processes, and/or maintains reports, records, work orders, and other documentation; gathers rental contracts; maintains databases; gathers invoices, payments, purchase orders and deposits; gathers, enters and compiles data; prepares information reports; and proofs work for accuracy and completeness.
- Oversees program and/or facility customer service; responds to and resolves escalated customer service issue; responds to inquiries, concerns, and complaints from residents, contractors, vendors, community groups, and/or external agencies; and facilitates and promotes programs and events.

- Developing, implementing, and promoting ITGS programs, planning program logistics, organizing program schedules, and submitting equipment purchase requests.
- Preparing ITGS program plans, reports, and related documentation.
- Inspecting program or event sites and performing related quality assurance duties.
- Serving on committees, attending meetings and performing community outreach and engagement.

Applicant Guidance: We acknowledge that research shows that individuals from underrepresented groups and women are significantly less likely to apply for some positions, believing they must meet every qualification as described in the job description. At ITGS, we value representation, and we are most interested in finding the best candidate for the job. We know that sometimes that candidate may be one who comes from a less formal background. **We encourage you to apply, even if you don't believe you meet every one of the qualifications described below.**

Minimum Qualifications & Experience

- High school graduate with some college study and/or post-high school work experience. Bachelor's degree preferred. (Will consider all levels of educational background, and experience)
- Experience working and living in Tribal and/or Indigenous communities.
- Knowledge of your culture (songs, drumming, dance, crafting)
- Paid or volunteer experience in outdoor school, summer camp, day camp or after-school programs preferred.
- Willingness to learn, grow and engage in training, professional development, and one on one coaching.
- A passion for Native American culture and nature and a desire to share this passion with children.
- Exhibit enthusiasm, maturity, positivity, compassion, responsibility, flexibility, and initiative.
- Strong recommendations from previous work and/or volunteer experiences.
- Strong commitment to equity and inclusion and supporting the diverse needs of all students.
- Strong time management and organizational skills. Strong communication and conflict resolution skills.
- Desire and ability to work successfully with children and adults in a residential work environment.
- Valid driver's license "or" if you currently have another states driver's license, must be willing and able to obtain a valid driver's license within 60 days of hire

Additional Preferred Skills

- Bachelor's Degree
- Teacher Certification for K-12
- Teaching Experience
- Parks and Recreation Professional certification, American Canoe Association (ACA) instructor or ACCT ropes course facilitator certification.
- A valid Pediatric First Aid/CPR/AED within the first six months of employment.

Date Posted: 3/21/2022 **Closing Date:** when filled **Interviewing Begins:** 4/4/2022

Location: Great Falls, Montana (Possibility of Remote Location after first full year)

Start Date: Upon hire

Native Preference: This position is subject to the ITGS Native Preference Policy.