

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

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

*Are you into sports and games? Do you enjoy working with Native American youth and families? Are you interested in joining a team 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's 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 with the same growing enthusiasm, curiosity, and joy that motivated the 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.

**Wage:** \$16.50 - \$20.00 per hour (dependent upon experience, education and training). Contingent on availability of funds.

**Benefits:** Paid time off, paid holidays

**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 fundraising. The position does not supervise office employees but does include guidance and coordination of part-time instructors, volunteers and community participants. This position is directly under the supervision of the ITGS Executive Director and is 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; helping maintain inventory of supplies and equipment; assuring facility cleanliness and preparing reports.

## Duties/Responsibilities

- Assesses community needs through surveys and other tools; organizes, coordinates, and executes outdoor culturally relevant programs, clinics, and events; develops program/event plans and schedules; supervises staff and/or volunteers during program/event, including assigning and evaluating work; evaluates program/event for modifications; and monitors program/event expenditures.
- Assesses program/event needs and facility capacity; ensures facility safety and cleanliness; monitors supply inventory and ensures adequacy; Submits supply orders and ensures procurement activities comply with ITGS policies and procedures.
- Prepares, reviews, 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.

- Function as a liaison between the community and ITGS.
- Provide cultural enrichment opportunities and activities.
- Coordinate and identify resources to meet the needs of clients.
- Continues cultural and game knowledge growth through research and the ITGS library.
- Develop, implement, and promote ITGS programs, planning program logistics, organizing program schedules, and submitting equipment purchase requests.
- Prepares ITGS program plans, reports, and related documentation.
- Inspects program or event sites and performs related quality assurance duties.
- Serve on committees, attend meetings and perform community outreach
- Works closely with the executive director and office employees.

**Applicant Guidance:** ITGS is an equal-opportunity employer. We value and recognize that every candidate brings a particular set of qualifications and experience levels, and we encourage all interested to apply.

#### 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.
- Recommendations from previous work and/or volunteer experiences.
- Commitment to equity and inclusion and supporting the diverse needs of all students.
- Time management and organizational skills.
- 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 state driver's license, must be willing and able to obtain a valid driver's license within 60 days of hire
- Background check

#### 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:** 12/1/2023      **Closing Date:** when filled      **Interviewing Begins:** 1/5/24

**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.