

Little Big Horn College
 PO Box 370
 8645 South Weaver Drive
 Crow Agency, MT 59022
 PH: (406) 638-3100 FAX 638-3169

CHECKLIST

All applicants will need to provide the following information to complete their application. Applications are due by September 6, 2019 @ 5:00 PM. Late applicants will not be considered.

Position Applied for: **Health & Wellness Activities Coordinator**

Applicant's Name: _____

- _____ Letter of application/signed (cover letter – If not signed, it will be deemed incomplete)
- _____ Current Resume
- _____ Transcript Required (Unofficial acceptable but need Official Transcript if selected)
- _____ Three letters of Reference (e-mail is acceptable/within deadline and signed)
- _____ KSA'S (Knowledge / Skills / Abilities) – Please answer questions and submit with application).
- _____ Indian Preference Form (If claimed, please submit CIB – Certificate of Indian Blood).
- _____ Consent to Release of Information
- _____ Drug Free workplace Form

Note: If applicant is in the top tier, an interview will be scheduled, applicant will be rated based upon application requirements and interview. If selected for position – a background check will be conducted, two forms of ID and a personnel file will be created along with other required documentation. A contract will be offered and filled out prior to start of work.

Below to be completed by LBHC Human Resources Office

_____ Complete _____ Incomplete _____ Date Submitted
 All applications MUST be submitted ONLY to either: Melodee Reed (front desk admin.) or Robin Vallie (Human Resources Director). If submitted through other personnel it must be reached either by Melodee Reed or Robin Vallie on the due date/time.

Mr. Robin Vallie
 Human Resources Director (406) 638-3148
 vallier@lbhc.edu

Little Big Horn College

Position Description

Position title: **Health & Wellness Activities Coordinator**

Department: Administration

Supervisor: Dean of Administration

Summary of Position: Responsible for the management of all phases of the basketball intercollegiate sports program. Uses established safety practices to protect the health and safety of personnel and property. Supervise assistant coaching staff and other administrative support personnel.

Duration: This position shall be 9-months which shall be during Mid-August to Mid-May.

Principle Duties:

- Recruit quality prospective student-athletes and ensuring timely submission of their academic records for admissions.
- Scheduling and conducting regular practice sessions as permitted by the National Junior Colleges Association rules and regulations.
- Coaching the team and determining and implementing strategies necessary to motivate players to maximum levels of individual and team performance.
- Demonstrating a thorough knowledge of and compliance with applicable NJCCA conference, college and departmental rules and regulations within his/her sports program
- Monitoring the purchase of uniforms, equipment and supplies, including accountability for expense control and administration of the sport's budget.
- Promoting the academic progress and graduation of student-athletes, including assisting with enforcement of the mandatory study program having academic difficulties and enforcing departmental requirements for class attendance and make-up work.
- Ensuring enforcement of rules regarding student-athletes conduct and dress code.
- Recommending qualified assistant coaches, including delegating and prioritizing administrative responsibilities.
- Coordinating with the Business office the planning of recruiting and team travel.
- Conferring with Physicians, Athletic trainers and Strength and Conditioning staff to determine team and individual conditioning programs and provide for the safety, health and conditioning of student-athletes.
- Participating in LBHC public relations activities including press, television and radio interviews, news conferences and speaking engagements as directed by the LBHC President and the Dean of Academics.

- Provide fundraising opportunities to enhance the LBHC sports program and the overall Athletic Program.
- Working on special projects and other assignments as directed by the Dean of Administration.
- Performing other related duties as assigned.
- Possibly provide instruction for at least one 3-credit course per semester.

Knowledge - Knowledge and understanding NJCAA region 9-rules; violations or suspected violations must be reported to the Compliance staff and/or the Dean of Academics. Provide student athletes with information concerning opportunities for athletic participation at tournaments, etc., facilitating such participation in accordance with Conference and JCJAA rules and regulations and maintaining a liaison with appropriate organizations.

Skills - Interpersonal skills for networking and establishing effective working relationships are essential. Must be of good character with positive character values and skills required. Must have strong written and verbal communication skills, must have good-decision making and judgment skills.

Abilities – Frequent exposure to pressure caused by deadlines and busy periods; ability to multi-task; ability to travel; ability to work cooperatively with a wide range of constituencies in a diverse community; be able to establish a rapport with student athletes; be able to effectively assess situations and circumstances in order to determine the most effective approach for problem solving; able to work independently; Must be innovative and seek and identify opportunities to enhance program.

Education and Experience

Bachelor's degree in education or related field required. Coaching collegiate experience preferred but not required.

Certifications

Determined by the nature and scope of the position which includes; Red Cross, CPR, and EDA certifications.

Salary – (9-month contract) depending on education and experience.

Knowledge Skills and Abilities (Health & Wellness Activities Coordinator)

Note: Each question is worth 10 Points for a total possibility of 70 Points.
Please write clearly and answer question completely. No one word answers.

Candidates Name: _____

1. Describe your background in the working in the physical fitness field?

2. What is your experience or education relating to emergency care procedures in the event of an injury or emergency situation?

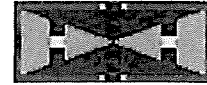
3. How would you plan and implement a multi-task fitness center (I.E. daily exercise program, facility cleanup and basic equipment maintenance)?

4. What experience do you have relating to the coaching and overall management of a Men's Basketball Team?

5. What is your experience, education and knowledge of the Crow culture and Little Big Horn College?

6. What is your experience in conferring with Physicians, athletic trainers and Strength and Conditioning staff to determine team and individual conditioning programs and provide for the safety, health and conditioning of student-athletes?

7. What experience do you have with sports and public relations activities including press, television and radio interviews and/or speaking engagements?



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INDIAN PREFERENCE

This position allows additional points to be given to the following Indian preference categories:

First Priority: Crow Tribal member.

Second Priority: Federally recognized tribal member legally married to a Crow Tribal member.

Third Priority: Any other outside federally recognized tribal member.

If you are claiming preference for any of the categories above, documentation must be provided for each priority:

First Priority: Must provide proof of enrollment.

Second Priority: Must provide proof of you and your spouse's enrollment.

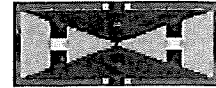
Third Priority: Must provide proof of enrollment.

Please check one:

_____ Crow Tribal Member.

_____ Federally recognized tribal member legally married to a Crow Tribal Member.

_____ Any Other Outside Federally Recognized Tribal Member



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Drug Free Workplace Policy

Little Big Horn College hereby notifies all employees/students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises and within the boundaries of Little Big Horn College.

All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

Any employee/student convicted of any criminal statute occurring in the workplace shall be subject to termination by Little Big Horn College.

I, _____, have been given a copy of the Little Big Horn College Drug Free Workplace policy and understand the policy, conditions of employment/enrollment and penalties of said policy. I will abide by the terms of the Drug-free Workplace Policy and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. I am aware of available drug/alcohol counseling, rehabilitation, and employee/student assistance programs available in my community.

Employee Name

Date



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Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

 Signature

 Date

 Other Names Used

 Social Security Number

 Current Mailing Address

 Home Telephone Number