

Downstream Authority of the Quapaw Tribe of Oklahoma Regular Meeting
September 12, 2016

Meeting Called to Order: 10:30 am

ROLL CALL:	John Berrey, Chairman	Present
	Larry Ramsey, Secretary	Present
	Ranny McWatters, Treasurer	Absent
	Marilyn Rogers, Member	Present
	Tamara Reeves, Member	Present

DECLARATION OF QUORUM: announced by Larry Ramsey
Jani/Alan/Kathy

October Newsletter

- Approved as presented
- See attached

November Artwork

- Pick a Pumpkin
 - Hotseats
 - 4 options presented
 - #3 choice
- Turkey Play and Earn
 - 3 options presented
 - #1 choice
- Take it or Leaf It
 - 3 options presented
 - #2 choice

Play and Earn

- Possible item – jewelry cleaner – NO

December promotions

- Early Bird Bonus
 - Poker
 - 9-10 am \$20 toward buy in
- Go Gift Yourself
 - Table games
 - Drawings for gift cards
- NFL Hot seats
 - Poker
 - Thurs/Sun/Mon

- \$100 – TD and FG
 - \$200 – for Safety
- Back to the 80's
 - Every 30minutes from 6-11:30pm
 - Winner chose an envelope, read under black light to show prize
 - 10,000/8,000/6,000/4,000/2,000
 - \$250 Qplay - \$2017 cash
 - \$12:10 am – Grand Prize \$20,017 cash
- Blinded by the Light
 - Every 30 minutes 1:30pm – 4:30pm, 5 pm Grand Prize
 - Sundays
 - \$100 Q-Play up to \$5,000 cash
- Plush Blanket free gift
 - Sat Dec 3
 - 75+ NADT
 - Queen size
- Cookie Jar Play Earn
 - Tues Dec 6/13
 - 50 points
- New Year's Eve Hot Seats
 - Poker
 - 4pm – 12am
 - \$100
 - \$2017 at 12am
- Secret Ornaments
 - Kiosk game
 - Qplay
- Bounce Back offer

Learning Center

- Addition to org chart – Shift Supervisor
- See attached

Motion by DDA Secretary Larry Ramsey to approve as presented. Seconded by DDA Member Marilyn Rogers. VOTE: JB: yes; RM: absent; LR: yes; MR: yes; TR: yes (4 yes, 0 no, 0 abstain, 1 absent) Motion Carries

Adjourn: 11:14 am



\$10 FOOD CREDIT
AVAILABLE TWICE IN OCTOBER
(EXCLUDES RED OAK STEAKHOUSE
AND HOLIDAYS)

SEE KIOSK TO REDEEM

DOWNSTREAMTM
CASINO RESORT

69300 East Nee Road
Quapaw, Oklahoma 74363
1-888-396-7876



Visit us online at downstreamcasino.com

WHERE WINNING COMES NATURALLY

OCTOBER
2016

Q CLUB NEWSLETTER

DOWNSTREAMTM
CASINO RESORT

TOWER OF TERROR

SUNDAYS
10/9 - 10/16 - 10/23 - 10/30
6:00PM TO 8:00PM

Tribal Spotlight



The Quapaw Tribe once inhabited a vast portion of Arkansas. Once they started their journey towards northeastern Oklahoma, Tribal members traveled on foot through the timber covered hills and forests of Arkansas. These forests were filled with a variety of trees including the strong, firm red oak.

Red oaks were an important part of Quapaw history. These trees were used to make our homes as the wood was very strong and sturdy. Just like the red oak, we as Quapaw people view ourselves to be strong, sustaining the longevity of the tribe. In honor of the trees, the name Red Oak was given to the fine dining establishment here at Downstream.

\$543,281.19

ON 1ST PAYLINE WITH MAX LINES PLAYED WINS

WHEEL OF FORTUNE
LINE WINS



ANOTHER LIFE
CHANGING JACKPOT

AWARDED SEPTEMBER 6, 2016

HAVE YOU STAKED YOUR CLAIM?

TOWER OF TERROR

SUNDAYS

10/9 - 10/16 - 10/23 - 10/30

6:00PM TO 8:00PM

**Every 30 minutes, one player
will win a share of**

\$42,000
CASH & Q PLAY!

DOWNSTREAM
CASINO RESORT

Start earning entries October 1.
See Q Club for details.

TUESDAYS, OCTOBER 11 & 25

EARN 100 PTS FROM 6:00AM - 8:55PM
SWIPE AT THE KIOSKS EACH PROMOTIONAL DAY
TO SPIN THE WHEEL
FROM 7:00PM - 9:00PM TO RECEIVE VOUCHER

Shades OF PINK

WHEEL OF AWARENESS

DOWNSTREAM CASINO RESORT WILL MATCH
\$100 CASH FOR EVERY GUEST THAT PARTICIPATES,
UP TO \$5,000 CASH
EACH PROMOTIONAL DAY AND WILL DONATE TO



SEE Q CLUB FOR DETAILS

WEDNESDAYS IN OCTOBER

MAGIC 8 BALL MULTIPLIER



Swipe at the kiosks Wednesdays 6:00AM - 11:59 PM
to receive a 3X, 4X or 5X multiplier

See Q Club for details.

MONSTER BASH

SLOT TOURNAMENT

**SATURDAYS
OCTOBER 15 & 29**

**\$25 ENTRY FEE
FIRST PLACE WINS
\$4,000 CASH.
CASH & Q PLAY TO
TOP 10 SCORES**

Tournament Starts 11AM. Registration & re-buys 8AM - 12PM.
Participants may re-buy up to 3 times. See Q Club for details.

BOBBIN' FOR STRAIGHTS

EARN ENTRIES STARTING AT
12:01AM UNTIL 11:59PM
MONDAYS, OCTOBER 3, 10, 17, 24
TUESDAYS, OCTOBER 4, 11, 18, 25
WEDNESDAYS, OCTOBER 5, 12, 19, 26
THURSDAYS, OCTOBER 6, 13, 20, 27

SEE TABLE GAMES FOR MORE DETAILS

FRIDAYS,
OCTOBER 7, 14, 21 & 28,
DRAWINGS WILL BE
HELD FROM
6:30PM - 11:30PM
\$1,000
NON-NEGOTIABLE PLAQUES



SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

DOWNSTREAM CASINO RESORT HAS PAID OUT OVER
\$9.3 MILLION
IN JACKPOTS IN AUGUST

OCTOBER 28 - NOVEMBER 7
WPT
DEEPSTACKS
#DCRPOKER

Early Bird
BONUS
LIVE ENTERTAINMENT
OCTOBER 1 - 31

2
NHL
HOL SEALS

3
NHL
HOL SEALS

4
SPRING RIVER
BUFFET
SEAFOOD NIGHT
4PM - 9PM
\$20.95

5
MAGIC 8 BALL
MULTIPLIER

6
YOUNG
AT HEART
SLOT TOURNAMENT
NHL
HOL SEALS

7
SPORTS
BOBBIN
STRAIGHTS
LIVE ENTERTAINMENT

8
SPORTS
SPRING RIVER
BUFFET
PRIME RIB NIGHT
4PM - 10PM
\$19.95
LIVE ENTERTAINMENT

9
TOWER
OF TERROR
NHL
HOL SEALS

10
NHL
HOL SEALS

11
Shades
OF PINK
More 4 You
Great Casino Foundation

12
MAGIC 8 BALL
MULTIPLIER

13
YOUNG
AT HEART
SLOT TOURNAMENT
NHL
HOL SEALS

14
SPORTS
BOBBIN
STRAIGHTS
LIVE ENTERTAINMENT

15
MONSTER
BASH
LIVE ENTERTAINMENT

16
TOWER
OF TERROR
NHL
HOL SEALS

17
NHL
HOL SEALS

18
SPRING RIVER
BUFFET
SEAFOOD NIGHT
4PM - 9PM
\$20.95

19
MAGIC 8 BALL
MULTIPLIER

20
YOUNG
AT HEART
SLOT TOURNAMENT
NHL
HOL SEALS

21
SPORTS
BOBBIN
STRAIGHTS
LIVE ENTERTAINMENT

22
SPRING RIVER
BUFFET
PRIME RIB NIGHT
4PM - 10PM
\$19.95
LIVE ENTERTAINMENT

23
TOWER
OF TERROR
NHL
HOL SEALS
TOWER
OF TERROR
30

24
NHL
HOL SEALS
HAPPY
HALLOWEEN
31

25
Shades
OF PINK
More 4 You
Great Casino Foundation

26
MAGIC 8 BALL
MULTIPLIER

27
YOUNG
AT HEART
SLOT TOURNAMENT
NHL
HOL SEALS

28
SPORTS
BOBBIN
STRAIGHTS
LIVE ENTERTAINMENT

29
MONSTER
BASH
LIVE ENTERTAINMENT

OCTOBER 28 - NOVEMBER 7



DEEPSTACKS

DOWNSTREAM
CASINO RESORT



@DCRPOKER

NFL
HOT SEATS

OCTOBER 2, 3, 6, 9, 10, 13,
16, 17, 20, 23, 24, 27, 2016

\$100 HOT SEAT DRAWING
FOR EVERY TOUCHDOWN AND
FIELD GOAL

\$200 HOT SEAT DRAWING
FOR EVERY SAFETY

MINIMUM OF 9 DRAWINGS PER GAME

NO LIMIT TO THE NUMBER OF HOT SEATS A PLAYER CAN WIN
SEE POKER ROOM FOR DETAILS

DOWNSTREAM
CASINO RESORT

Early
Bird
BONUS

October 1 - 31, 2016

9AM - 10AM PLAYERS WILL RECEIVE
\$20 TOWARDS THEIR BUY-IN ON PROMOTION
ELIGIBLE POKER TABLES

SEE POKER ROOM FOR DETAILS

THE PAVILION AT DOWNSTREAM®



JAMEY JOHNSON

SATURDAY, NOVEMBER 19

Doors open at 7PM | Show starts at 8PM

Receive \$10 in Q Play after the show with ticket | One per person

For more information or to purchase tickets visit
downstreamcasino.com, the Heckaton Gift Shop or call 918-919-6099

DOWNSTREAM
CASINO RESORT

Blueberry PEEL FACIAL

This facial will refresh, brighten and smooth your
skin after the harsh summer months have taken
their toll and dulled your complexion.

MONDAY-FRIDAY 12PM-8PM

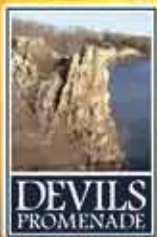
SATURDAY AND SUNDAY 10AM-8PM

CALL 918-919-6350 TO MAKE
YOUR APPOINTMENT

Nee

NATIONAL AMERICAN BEER DAY

OCTOBER 27, 2016



\$2 BUD LIGHT DRAFTS

OCTOBER 27, 2016 ONLY



DOWNSTREAM CASINO RESORT HAS PAID OUT OVER

\$745,744,220

IN JACKPOTS

SINCE OPENING IN JULY OF 2008

Spring River BUFFET

MONDAY - SATURDAY LUNCH BUFFET* \$6.95

11AM - 3PM | Regular price \$9.95

MONDAY DINNER BUFFET

BUY 1 GET 1 FREE**

\$17.95

4PM - 9PM

TUESDAY - SEAFOOD NIGHT

\$20.95

4PM - 9PM

WEDNESDAY FAMILY DINNER BUFFET

\$17.95

4PM - 9PM | Kids Eat For Free*

*Two kids 12 and under eat for free per each adult meal purchased

THURSDAY BEEF BONANZA*

\$18.95

(Featuring QCC Beef) 4PM - 9PM

THURSDAY - YOUNG AT HEART NIGHT*

\$15.95

4PM - 9PM | 50+ only

Friday - Best of the Buffet Night*

\$19.95

4PM - 10PM

SATURDAY - PRIME RIB NIGHT

\$19.95

4PM - 10PM

SUNDAY - BRUNCH

\$10.95

10AM - 3PM

SUNDAY - DINNER BUFFET*

\$17.95

4PM - 9PM

RIVER PASS* ** Eat all day for \$22.95

Parties of 10 or more will be charged an 18% service charge

Closed daily from 3PM - 4PM

* Pricing excludes holidays & special events

** Coupons and other discounts not applicable



Friday - Saturday 7AM - 10PM

Sunday - Thursday 7AM - 6PM

16 oz. PUMPKIN MARSHMALLOW LATTE \$4.50



ALL YOU CAN EAT BREAKFAST BUFFET \$9.95

Daily - 7AM - 12PM (Drinks not included)

SENIOR SPECIAL (AGE 50+) \$4.95

2 eggs, sausage patty or bacon and 1 piece of toast

Daily - 7AM - 12PM

WAFFLE BREAKFAST SANDWICH \$8.99

Waffles, fried egg, cheddar cheese and choice of bacon, ham or sausage. Served with a side of fruit

Daily - 7AM - 12PM



5 FOR \$10 BUCKETS | MIX AND MATCH BUD AND BUD LIGHT BOTTLES

during any live televised NFL game

CROWN AND CROWN APPLE \$4.50

with any mixer (EXCLUDES RED BULL)

CHICKEN NACHOS \$10.99

with pink tortilla chips in honor of Breast Cancer Awareness Month

CHEESEBURGER BASKET \$7.99

during any live televised NFL game

BUD LIGHT DRAFTS \$2.00

in honor of National American Beer Day October 27, 2016 ONLY



CROWN AND CROWN APPLE \$4.50

with any mixer (EXCLUDES RED BULL)

BUD LIGHT DRAFTS \$2.00

in honor of National American Beer Day October 27, 2016 ONLY

LOADED ON YOUR CARD AND READY TO PLAY.
NO NEED TO WAIT IN LINE AT THE Q CLUB.

DOWNSTREAM
VALID FOR Q PLAY ONLY ON LISTED DATES. MUST HAVE VALID PHOTO ID TO PARTICIPATE. NO CASH VALUE. PIN # REQUIRED FROM Q CLUB. REDEEM Q PLAY OFFER BY INSERTING Q CLUB CARD IN SLOT MACHINE AND ENTERING PIN #. INSERT A SLOT TICKET OR CASH TO RECEIVE CREDITED PLAY ON MACHINE. NOT VALID ON ALL MACHINES. MANAGEMENT RESERVES THE RIGHT TO CHANGE OR CANCEL PROMOTION AT ANY TIME.

DOWNSTREAM
EXCLUDES HOLIDAYS AND CANNOT BE COMBINED WITH ANY OTHER OFFER. VALID DURING NORMAL BUSINESS HOURS SUNDAY THROUGH SATURDAY. OFFER IS NON-TRANSFERABLE. NO CASH VALUE. GRATUITY NOT INCLUDED. MUST HAVE A VALID PHOTO ID. MANAGEMENT RESERVES THE RIGHT TO CHANGE OR CANCEL PROMOTION AT ANY TIME. ONE PER DAY.

DOWNSTREAM[®]
CASINO RESORT



PICK-A- PUMPKIN HOT SEATS

**TUESDAYS
NOVEMBER
1, 8 & 15**

**Hot Seat Drawings
Every 30 Minutes
from
5:30PM - 8:30PM**

**WIN UP TO
\$400 Q PLAY!**



TUESDAYS, NOVEMBER 1, 8, & 15
5:30PM - 8:30PM

DOWNSTREAM[®]
CASINO RESORT

**PICK-A-
PUMPKIN**
Hot Seat

**EVERY 30 MINUTES ONE HOT SEAT PLAYER
WILL BE RANDOMLY CHOSEN FOR THE
CHANCE TO WIN UP TO \$400 Q PLAY**

SEE Q CLUB FOR DETAILS.

TUESDAYS, NOVEMBER 1, 8, & 15

5:30PM - 8:30PM

PICK-A- *Pumpkin* HOT SEATS

**EVERY 30 MINUTES ONE HOT SEAT PLAYER
WILL BE RANDOMLY CHOSEN FOR THE
CHANCE TO WIN UP TO \$400 Q PLAY**



SEE Q CLUB FOR DETAILS.

TUESDAYS, NOVEMBER 1, 8, & 15
5:30PM - 8:30PM

DOWNSTREAM[®]
CASINO RESORT



Pick-A-Pumpkin

**EVERY 30 MINUTES ONE HOT SEAT PLAYER WILL BE RANDOMLY
CHOSEN FOR THE CHANCE TO WIN UP TO \$400 Q PLAY**



FRIDAYS | NOVEMBER
WINNER EVERY 30 MINUTES | 6PM - 9PM

TAKE IT OR LEAF IT

EARN ENTRIES NOVEMBER 1-25
SEE Q CLUB FOR COMPLETE RULES.

WIN UP TO \$5,000 CASH



FRIDAYS | NOVEMBER
WINNER EVERY 30 MINUTES | 6PM - 9PM

TAKE IT OR LEAF IT

EARN ENTRIES NOVEMBER 1-25
SEE Q CLUB FOR COMPLETE RULES.



WIN UP TO \$5,000 CASH



FRIDAYS | NOVEMBER
WINNER EVERY 30 MINUTES
6PM - 9PM

TAKE IT OR *Leaf it*



WINNER EVERY 30 MINUTES | 6PM - 9PM
EARN ENTRIES NOVEMBER 1-25 | SEE Q CLUB FOR COMPLETE RULES.

WIN UP TO \$5,000 CASH

November 20 - 22 | 6AM - 10:55PM

Turkey



Play and Earn

Earn 125 points to receive a 10-14 lb turkey!

Swipe Q Club card at kiosk for voucher. Must pick up turkey between 9AM - 11PM each promotional day.
One per person. While supplies last.



EAT MORE TURKEY



**EARN 125 POINTS SUNDAY, NOVEMBER 20, 2016 -
MONDAY, NOVEMBER 21, 2016 FROM 6:00AM - 10:55PM
TO RECEIVE A VOUCHER FOR A 10-14 POUND TURKEY**

**Pick up between 9AM - 11PM
by presenting voucher & ID
at freezer truck in bus bay.
One turkey per guest.
While supplies last.**



TURKEY | PLAY & EARN

DOWNSTREAM[®]

CASINO RESORT

Pick up between 9AM - 11PM
by presenting voucher & ID
at freezer truck in bus bay.
One turkey per guest.
While supplies last.



DOWNSTREAM CASINO RESORT

TURKEY | PLAY & EARN

EARN 125 POINTS SUNDAY, NOVEMBER 20, 2016 -
MONDAY, NOVEMBER 21, 2016 FROM 6:00AM - 10:55PM
TO RECEIVE A VOUCHER FOR A 10-14 POUND TURKEY



See Q Club for details. *Item depicted are for representational purposes only. Actual size may vary.

**Downstream Casino Resort
JOB DESCRIPTION**

POSITION:	Learning Center Shift Supervisor
DEPARTMENT:	Downstream Learning Center
REPORTS TO:	Child Care Program Manager
GAMING LICENCE RANK:	Key
PROJECTED EMPLOYEES (FTE):	1
JOB SALARY GRADE:	

JOB SUMMARY:

The person responsible for this position must be flexible, hands-on, and have excellent multi-tasking skills. This person shall be able to articulate a clear vision, the mission and ideas of the Downstream Learning Center to all staff, parents, community groups and other interested parties. Effectively manages all aspects of a learning center to include human resources, curriculum, customer relations, marketing, quality control and physical facility. Provides and or oversees creative, age appropriate programs to all children enrolled. Works in conjunction with the State Department of Human Services in Oklahoma, Kansas, Missouri, The Quapaw Tribe and Tribal licensing and develops a strong relationship with all government and licensing agents. This person shall have experience in early child development, age and developmentally appropriate activities; be able to research curriculum materials, write lesson plans and have experience in training adults. All functions will be performed within the guidelines of the Downstream Casino Resort policies and procedures, Internal Control Standards and objectives; Provides exceptional customer service to all patrons and communicates in a pleasant, friendly, and professional manner at all times; maintains a professional work environment with supervisors and staff. Meets the attendance guidelines of the job and adheres to regulatory, departmental and company policies. Assist in other projects, as directed. Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed. Hours are determined by 24-hour schedule. Outstanding example of and a credit to Downstream Casino Resort

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each of the essential duties and responsibilities satisfactorily.

1. Understand and support the mission statement as the vision of the Center
 2. Articulate the mission statement to all staff and parents
 3. Uses the mission statement as a basis for developing goals and objectives.
 4. Sifts every aspect of the program through the mission statement.
- **GENERAL**
 1. Ensures center compliance with all tribal, federal, and state laws, Downstream Learning Center personnel and parent policies.
 2. Meets with fire, health, and licensing officials as they make their inspections. Complies with their recommendations.
 3. Keep records and inform Supervisor on reports from Licensing, Health and the Fire departments.
 4. Completes all required paperwork and record keeping in a timely fashion and maintains organized files and records for all licensing and other government agencies.
 5. Makes applications for licenses from the licensing agency.
 - **HUMAN RESOURCES**
 1. Assists Manager in interviewing with prospective staff as needed.
 2. Recommends persons for various staff positions.
 3. Obtains substitutes and volunteers when needed.
 4. Develops staff schedules and gets approval from Manager.
 5. Orientates new staff members.
 6. Distributes personnel packets to new employees. Obtains new staff members signature on orientation check list.
 7. Maintains files on all staff members and obtains all appropriate records as needed.
 8. Be responsible for on-going training of staff through in-service training, staff meetings and making suggestions for outside training opportunities.
 9. Assist Manager in conducting ongoing staff and program evaluations.
 10. Supervise all personnel i.e. auxiliary staff, teachers, etc.
 11. Keep all required government posters posted in an attractive manner and where employees can read them.
 12. Approves/disapproves "time off request forms" for staff. Works with staff to make suggestions for time off.

ESSENTIAL JOB FUNCTIONS

CURRICULUM

1. Works with the Manager to plan the curriculum and coordinates with staff.
2. Maintains the Curriculum Master Notebooks in the office.
3. Track the weekly lesson plans
4. Makes sure that the curriculum is in keeping with the Downstream Learning Center mission statement.
5. Stimulates the staff with suggestions of new innovative ideas, resources, and materials.
6. Prepares the monthly calendar for all staff.
7. Supervises teacher resource books (catalogue, straighten etc.)

CUSTOMER RELATIONS

1. Develops and maintains positive communication with parents.
2. Promotes opportunities for parent activities.
3. Hands out and explains parent hand book to new enrollees.

4. Recognizes parent concerns and addresses them professionally.
5. Keeps required items posted on parent bulletin boards up to date with current information.
Keep items posted in an attractive manner.

MARKETING

1. Works with the Manager to develop marketing and advertising strategies.
2. Maintains a waiting list.
3. Gives tours of the facility to prospective customers.

FACILITY

1. Ensures that the facility meets all state, local, tribal and country regulations, laws and ordinances.
2. Oversees the physical condition of the building and contents, grounds, and playground equipment.
3. Monitors all aspect of janitorial work. Assists staff with decisions regarding each person's responsibility in this area.
4. Make suggestions to the Manager on new equipment or ideas to improve the appearance of the facility.
5. Maintains an attractive, clean and safe physical environment.

FINANCIAL SYSTEMS

1. Becomes familiar with all aspects of the budget to ensure that optimum management of resources are met including but not limited to payroll, materials and supplies, food, janitorial services and vehicle needs.
2. Keep record of expenditures and receipts.
3. Writes late notices and enforces parent agreements in regards to parent fees.
4. Keep track of returned checks; notify parent of returned check charges. Alert the Accounting Office and/or CPA of returned checks.
5. Alert Manager, Shift manager and parents of days out and early releases so appropriate amounts can be communicated and recorded.
6. Keeps the Manager aware of overdue fees.
7. Ensures that all deposits of monies are done in a timely manner.
8. Oversees and submits reports in accordance with Tribal Contracts and the Department of Human Services including but not limited to attendance forms, parent signatures, and submitting all claims.
9. Applies for grants and other outside funding when possible and maintains all appropriate records for such.
10. Maintains the paper payroll records on staff including hours, sick leave, and annual leave.

TRANSPORATION

6. Must have a valid driver's license and be in good standing with their driving record. Must be willing to attain CDL within 90 days of employment.
7. Be a safe and responsible driver at all times.
8. Meet all federal, state and local ordinances regulation road safety.
9. Establish routes; post routes in office.
10. Maintain safe operating conditions of the vehicles by checking the gas, oil, tires, safety inspection sticker, etc.
11. Obtain gas before children are loaded into the vehicles.
12. Maintain the cleanliness of the van by reminding children to pick up trash.
13. Ensure that children are never left unsupervised on the vehicles.
14. Keep attendance logs on all children riding in vehicle(s). Check attendance before leaving any location including the center.
15. Maintain orderly conduct on vehicle(s) at all times. If problems do occur the driver shall look for the safest place to pull off the road before addressing the problem.
16. Set an example by using appropriate language, good attitude, and interaction with children.

17. Adapt to schedule and route changes. Be flexible.

OTHER

1. Maintain children records and files in a confidential manner.
 2. Keep up on children's immunization schedule.
 3. Keep licensing and all other records in an organized manner.
 4. Oversee the dispersion of medications from the office.
 5. Works with and oversees the kitchen and the cook including but not limited to menu planning, food purchases and cleanliness of the kitchen and equipment.
 6. Conduct monthly fire drill; checks smoke detector twice a year (beginning and ending of daylight saving time) and conducts the monthly tornado and active shooter drills.
 7. Keeps record of tornado, smoke detector and fire drills.
 8. Prepares in advance the weekly school age transportation van logs and maintains them in an organized manner.
 9. Oversees vehicle maintenance.
 10. Oversees daily schedule in each room.
 11. Keeps abreast of all copying and Xeroxing.
 12. Maintains staff training notebook and keeps alert when staff are neglecting to record their training hours. Make sure staff and self are up to date on training.
 13. Maintain all forms (in forms notebooks) and copy as needed.
 14. Joins professional organizations and relays pertinent information to staff.
 15. Work on NAEYC Accreditation.
 16. Read widely and keep current on ideas and concerns related to child care.
 17. Be aware of and communicate staff articles in the following publications.
 - a. Early Childhood News
 - b. Child Care Information Exchange
 - c. Parent Child Magazine
18. Attend monthly business committee meeting as needed.
19. Any other duties as assigned by the Manager, Downstream Development Authority, and/or Quapaw Tribe Business Committee.
- Must have valid driver's license Must present a well-groomed and professional appearance.
 - Must possess excellent communication skills.
 - Must be able to read, write, speak and understand English. Must be able to respond to visual and oral cues.
 - Ability to write routine correspondence and to speak effectively to the public, employees and customers.
 - Must have the ability to deal effectively and interact well with the customers and employees.
 - Must have the ability to resolve problems/conflicts in a diplomatic and tactful manner.
 - Must be able to be approved for and maintain a valid gaming license.
 - Work nights, weekends and holidays as required.
 - Employment is contingent upon a favorable outcome of a background investigation and drug screening

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must be physically mobile with reasonable accommodations and be able to maneuver to all areas of the casino.
- Must be able to tolerate areas containing secondary smoke, high noise levels, bright lights and dust.
- Maintain physical stamina and proper mental attitude to work under pressure in a fast-paced, casino environment and effectively deal with customers, management, employees, and members of the business community in all situations.

The Downstream Casino Resort reserves the right to make changes to the above job description whenever necessary.
9/2/2010

The Downstream Casino Resort adheres to all applicable Resolutions of the Quapaw Tribe of Oklahoma. Native American Preference policy does apply.

DOWNSTREAM LEARNING CENTER									
PAY GRADE	PAY BAND	Job Title	Head Count	FLSA Code	MIN	25%tile	MEDIAN	75%tile	MAX
	1	Shift Manager		Exempt	\$27,650.00	\$33,180.00	\$39,816.00	\$47,792.00	\$57,350.40
	3	Learning Center Manager		Exempt	\$37,000.00	\$44,400.00	\$53,280.00	\$63,936.00	\$76,723.20
	3	Shift Supervisor		Non-exempt	\$13.05	\$15.66	\$18.80	\$22.56	\$27.07
6		Teacher		Non-exempt	\$9.50	\$11.40	\$13.68	\$16.42	\$19.70
4		Cook II		Non-exempt	\$8.30	\$9.96	\$12.00	\$14.34	\$17.21
8		Cook I		Non-exempt	\$11.30	\$13.56	\$16.27	\$19.52	\$23.42
8		Master Teacher		Non-exempt	\$11.30	\$13.56	\$16.27	\$19.52	\$23.42

