**JOB POSTING**

**TITLE:** Team Member Development Supervisor  
**DEPT:** Human Resources  
**PAY:** $54,338/yr

---

**JOB SUMMARY**

- **RED RIVER**— Designs, develops, and implements all aspects of training and learning systems. Monitors, evaluates, and coordinates communication and establishes staff development for Team Members with regard to Kiowa Casinos’ policies and procedures. Facilitates a variety of training and development programs for all levels within the organization, in alignment with the strategic objectives of Kiowa Casinos.

**MINIMUM QUALIFICATIONS**

- **REQUIRED:** High school diploma or GED required | At least 21 years of age | Bachelor Degree in Education, Training, or related field, 4 years training experience or equivalent combination of education and experience | Knowledgeable of human resources information systems | Preferred TIPS Trainer certification

**ESSENTIAL DUTIES**

- All Team Members must embrace and deliver Kiowa’s Guest Service Standards to every Guest on every shift, as outlined in Orientation, the Team Member Handbook, Standard Operating Procedures (SOPs), and any other related training. Consistently ensures an exceptional level of service and satisfaction is achieved throughout the property, exceeding the expectations of external and internal Guests alike in a timely and effective manner.
- Manages and improves processes for preference Team Members development within Kiowa Casinos.
- Coordinates with Executive management to facilitate and monitor strategic planning process for Kiowa Casinos.
- Develop, Facilitate, and schedule training for Team Members.
- Tracks and assess training data on Kiowa Casinos Individual Development Plan CANDIDATES.
- Develops staff development training on an “as needed” basis.
- Coordinates with safety committee for training needs (Compliance standards).
- Provides required and needed training as directed by Executive Management.
- Develops, maintains, and promotes up-to-date library listings.
- Manages the Corporate New Hire Orientation and TIPS Training program.
- Prepares, and communicates monthly training calendars.
- Partners with departments to capture and track external Seminar/Workshop attendance.
- Coordinates classroom/conference room arrangements, equipment, and supplies, food requests, and deliveries for identified training classes.
- Manages training supplies inventory.
- All other duties as assigned.

**IMPORTANT NOTES**

1) This announcement describes an open position at Kiowa Casino & Hotel, as of the posting date listed below. To be eligible to apply, current Team Members must have performed competently for at least 6 months in their current position. In addition, Team Members receiving corrective action within the previous 30 days may not be eligible for transfer. If you previously applied for a Floor Supervisor position and one week later Floor Supervisor is posted again, you must fill out another internal application.

---

**JOB POSTING**

**TITLE:** Team Member Development Supervisor  
**DEPT:** Human Resources  
**PAY:** $54,338/yr

---

**JOB SUMMARY**

- **RED RIVER**— Designs, develops, and implements all aspects of training and learning systems. Monitors, evaluates, and coordinates communication and establishes staff development for Team Members with regard to Kiowa Casinos’ policies and procedures. Facilitates a variety of training and development programs for all levels within the organization, in alignment with the strategic objectives of Kiowa Casinos.

**MINIMUM QUALIFICATIONS**

- **REQUIRED:** High school diploma or GED required | At least 21 years of age | Bachelor Degree in Education, Training, or related field, 4 years training experience or equivalent combination of education and experience | Knowledgeable of human resources information systems | Preferred TIPS Trainer certification

**ESSENTIAL DUTIES**

- All Team Members must embrace and deliver Kiowa’s Guest Service Standards to every Guest on every shift, as outlined in Orientation, the Team Member Handbook, Standard Operating Procedures (SOPs), and any other related training. Consistently ensures an exceptional level of service and satisfaction is achieved throughout the property, exceeding the expectations of external and internal Guests alike in a timely and effective manner.

---

**IMPORTANT NOTES**

1) This announcement describes an open position at Kiowa Casino & Hotel, as of the posting date listed below. To be eligible to apply, current Team Members must have performed competently for at least 6 months in their current position. In addition, Team Members receiving corrective action within the previous 30 days may not be eligible for transfer. If you previously applied for a Floor Supervisor position and one week later Floor Supervisor is posted again, you must fill out another internal application.