



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseno Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 676-2768 Fax (951)695-1778

Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Russell "Butch" Murphy
Michael A. Vasquez

JOB DESCRIPTION

POSITION: Youth Program Assistant
STATUS: Non-Exempt
CLASSIFICATION: Part-Time
DEPARTMENT: Youth Department
SUPERVISOR: Youth Director
RATE OF PAY: DOE

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

OTHER: Direct contact with Tribal TANF, Tribal Government Departments, Tribal Members, family members and the general public.

FUNDING: Funding through Tribal Government general fund and Tribal TANF.

SUMMARY:

The Youth Program Assistant works under the direct supervision of the Youth Director developing, coordinating, and administering age appropriate after-school, homework assistance, and summer activities; and Pro-Family programs and events for youth students between the ages of 6-18.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement after school activities and programs that include cultural information, community building, and entertainment to increase pride in the community and self respect.
- Coordinate with the TANF Program in providing a homework assistance program, which cultivates academic success, and self-realization.
- Interact with children in various activities for the purpose of providing a safe and positive environment.
- Assist in developing and facilitating the Traditional Knowledge Summer Program. This includes teaching the youth tribal culture and history to encourage their ability to communicate about their culture. Assist in developing and facilitating the Summer Youth Program. This includes teaching the youth about their culture, accompanying students on field trips, and overseeing the various activities during the summer program.
- Assist and work closely with the Youth Program seasonal staff hired to oversee the Traditional Knowledge and the Summer Youth Programs.
- Assist with the Inter Tribal Sports program. This includes team registration, issuance of uniforms, communicating with coaches, working ITS events held at Pechanga up to and including coaching if needed and transporting youth to and from game-day events.
- Maintain sign-in sheets and activity reports for participation in the programs, events and services provided.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

- Consult with Youth Director on problems relating to program operations, utilization of staff and equipment.
- Identify constructive solutions to problems, including applicable resources and strategies.
- Coordinate, work and promote with other TANF programs.
- Manage department resources, materials and supplies.
- Oversee and provide game room supervision.
- Must regularly be able to work special programs and events outside of normal working hours and including evenings, late nights and weekends.
- Perform a variety of miscellaneous duties such as answer phones, create flyers, type correspondence, post on social media, pick up supplies as needed for events or activities, and set-up for programs, events or activities.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited institution in Social Work, Education or related field preferred or course work in related field and work experience working with the youth.
- 2-3 years experience working with youth, teens, and families within a diverse community preferred.
- Proficient in MS Word, Excel, Outlook, PowerPoint required and Publisher preferred.
- Experience posting on social media sites preferred.
- Experience in after-school programming and education preferred.
- Skills in building relationships with young people, with the ability to both challenge and support them.
- Knowledge of social and health services and community resources.
- Must be able to manage multiple projects and prioritize workload.
- Must maintain a valid driver's license, preferably Class B, with proof of insurance.
- Certified in Child/Infant CPR within 30 days of employment.
- This position must comply with the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random testing.
- Must successfully pass a pre-employment background investigation.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess good oral and written communication skills.
- Must be able to work independently and in a team environment
- Good interpersonal skills: tact, patience, flexibility, and ability to maintain professional demeanor at all times.
- Outgoing personality, excellent customer service skills and ability to motivate others.
- Ability to utilize technology and social media sites to promote the services/events provided by the Youth Department.

PHYSICAL DEMANDS:

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