



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB DESCRIPTION

JOB TITLE: Summer Youth Program Aide
STATUS: Non-Exempt
CLASSIFICATION: Seasonal/Part-time
DEPARTMENT: TANF & Youth Departments
SUPERVISOR: Youth Program Director and TANF Director
RATE OF PAY: DOE

Tribal Chairman:
Mark Macarro

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

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

SUMMARY:

The Summer Youth Program Aides will be in charge of supervising children ages 6-12 as directed by the TANF Activity Coordinators, , and Summer Youth Program Leaders to effectuate a fun, safe and engaging Summer Cultural Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create a physically safe, fun and stimulating environment where children can interact, play, talk, learn and explore.
- Attend to children's physical, emotional, intellectual, and social growth.
- Supervise age appropriate activities that are fun, open and engaging for all children in the program.
- Provide the children with opportunities to develop and enhance their own strengths and abilities.
- Respect different parenting styles and find strengths in every child.
- Work spontaneously and adjust as needed to effectuate a fun and safe program at all times.
- Encourage the children to learn the culture and language by assisting in teaching the Luiseño culture and speaking common words in the Luiseño language.
- Work without taking any time off during the 7-week program, from 8:30 am till 3:00 pm plus the additional hours as needed.
- Juggle multiple activities at the same time while remaining focused on the overall program goals.
- Think creatively to engage all children at all times.
- Motivate and encourage all children.
- 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:

- High School Diploma preferred
- Valid First Aid & CPR Certificate preferred
- Must be able to communicate effectively
- Must be able to physically interact with active 6-12 year olds

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. However, as permitted by applicable law, the Pechanga Tribal Government will at all times and for all positions give hiring, transfer, and promotion preference to qualified applicants in the following order: 1) Pechanga Band of Luiseno Mission Indians Members; 2) Pechanga Band of Luiseno Mission Indians Spouses; 3) Other American Indians; and 4) all others. At-Will Employment: Employment with the Pechanga Tribal Government is at will and for no definite period. The employment relationship may be terminated at any time by the employee or the Tribal Government for any or no reason and with or without prior notice. 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.

