



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Summer Youth Program Aides (12)</u>	OPENING DATE:	<u>March 13, 2024</u>
CLASSIFICATION:	<u>Seasonal/Part-Time</u>	FILING DEADLINE:	<u>Until Filled</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>TANF & Youth</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>TANF Director</u>

HIRING PREFERENCE POSITION CATEGORY:	<u>A</u>
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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 6-week program, from 8:30 am till 3:00 pm plus the additional hours as needed.
- Must adhere to all policies and procedures of the Pechanga Tribal Government.

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
- Two or more years of experience interacting with children preferred.
- Must be able to multi-task and follow through on program development.
- 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.

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592

WWW.PECHANGA-NSN.GOV

Send application and resume to: Email: HR@PECHANGA-NSN.GOV Fax: 951-587-2209

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of 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.