



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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: TANF Director
POSITION CATEGORY: A
RATE OF PAY: DOE

Tribal Chairman:
Mark Macarro

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

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Amy Minniear

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.
- 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
- 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.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability and interest in learning and teaching the Luiseño culture and to learn and speak common words in the Luiseño language.
- Ability to develop constructive and cooperative working relationships with others, and maintaining them over time.
- Good interpersonal skills: tact, patience, flexibility, and ability to maintain professional demeanor at all times.

PHYSICAL DEMANDS:

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 Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is required to walk, sit, swim, talk, shout, hear and listen. The employee is required to communicate verbally, including projecting voice across distance in normal and loud situations. The employee is regularly required to use fingers, hands and arms, handle, feel or operate objects or tools. They must often reach with hands and arms and kick with legs and feet. The employee is required to climb or balance; stoop, kneel, crouch or crawl and swim.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is required to work in outside weather conditions and in the sun for long periods of time. They may be subject to sunburn and sunstroke. The employee occasionally works near moving mechanical parts and is also exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is often loud and noisy.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice. I further understand and agree that my employment relationship with the Pechanga Tribal Government is a consensual commercial relationship taking place on tribal land within the Pechanga Indian Reservation and, as such, is subject to the jurisdiction and sovereign laws of the Pechanga Band of Indians.

_____	_____	_____
Signature of Employee	Date	Print Name of Employee
_____	_____	_____
Signature of Employee's Manager	Date	Print Name of Employee's Manager

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