



PECHANGA BAND OF INDIANS

Pechanga Indian Reservation

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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

Tribal Secretary:
Louise Burke

Tribal Secretary:
Amy Minniear

JOB DESCRIPTION

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

SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead group activities and direct program aides in supervising children.
- Attend to children's physical, emotional, intellectual, and social growth.
- Direct age appropriate activities that are fun, open and engaging for all children in the program.
- 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 8:00 am till 3:30 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:

- Bachelor's degree preferred.
- Two years teaching experience preferred, with a minimum of two years' experience interacting with children.
- Valid First Aid & CPR Certificate preferred.
- Must be able to communicate effectively.
- Must be able to physically interact with active 6-12 year olds.
- Must be able to multi-task and follow through on program development.

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

