

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Position to be filled: Program Assistant Supervisor

Department: Recreation

Required Qualifications/Essential Duties:

- High school diploma or General Education Degree (G.E.D) plus three year experience with interaction and working with youth/adults in the recreational field an in supervisory related field - **Required;**
- Valid California Driver License – **Required;**
- Must be insurable through companies’ carrier and maintain throughout employment – **Required;**
- Must obtain a Class B License (15 passenger van) within the 90 day introductory period an maintain throughout employment- **Required;**
- Coordinates the planning and implementation of variety of recreational indoor/outdoor programs activities for youth and adults at the Tribal Community Center Facility.
- Maintaining an inventory of all supplies and materials for indoor/outdoor activities;
- Order equipment and supplies with directors approval;
- Assist the staff with activities from time to time as needed;
- Encourage appropriate behavior from all who participate at the center or on outing;
- Documents and maintains records of incident reports as needed for parents an Recreation Director;
- Delegates duties for general organization of supplies, equipment and light cleaning of Recreations Multi-Purpose/Universal, Games, Video, Teen, Kids Rooms, Vans and other designated area in the course of an activity or project.
- Perform other related duties as needed or required from time to time.
- Develop community flyers and department reports;
- Transport to and from events, outings and program.
- Follow policy and procedures for use of vehicles for transportation of youth and adult program participants.
- Plan and coordinate arts and crafts and indoor/outdoor games.
- Review and approve events, calendars, schedules, and weekly lesson plans.
- Drive company vehicles or personal vehicles to conduct business on behalf of the Recreation Department.

Reports To: Director

Starting Rate of Pay: \$42,120 (min) – D.O.E

Approximate Hours: 40 +hrs

Date Posted: February 14, 2020

Deadline: Open Until Filled

Department Director

Date

Human Resources Director

Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.