

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](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Position to be filled:** Sports Coordinator II

**Department:** Recreation

**Required Qualifications/Essential Duties:**

- High school Diploma or General Education Degree (GED) plus three months' experience of interactions and working with youth and adults in the sports and athletic field- **Required;**
- Valid California Driver License **–Required;**
- Must be insurable through companies' carrier and maintain throughout employment **–Required;**
- Valid first Aid and CPR certification and maintain throughout employment **–Required or able to obtain within 90-day introductory period;**
- Must obtain a Class B License (15 passenger Van) within the 90-day introductory period and maintain throughout employment **–Required;**
- Assist with the planning and implantation of seasonal activities and sports leagues;
- Submit pre-activity reports to the Sports Coordinator Supervisor for approval;
- Completes and submit check requests for expenses for all trips, supplies, equipment and fuel for vehicles;
- Maintain weight room, check out equipment for safety and repair;
- Follow policy and procedures for use of vehicles for transportation of youth and adult program participants;
- Promote and advocate a clean, healthy, drug and smoke free environment at all times;
- Perform other related duties as deemed necessary by supervisor;
- Explains and demonstrates use of apparatus and equipment;
- Explains and demonstrates principles, techniques, and methods of regulating movement of body, hands, or feet to achieve proficiency in activity;
- Assist with the provided Teachers Coach's for directive and schedules;
- Other duties as assigned;
- Drive company vehicles or personal vehicle to conduct business on behalf of the Recreation Department.

**Reports to:** Sports Coordinator Supervisor

**Starting Rate of Pay:** \$15.50 per hour (Non-exempt)

**Approximate Hours:** 40+ hrs per wk

**Date Posted:** **February 19, 2020**

**Deadline:** Open Until Filled

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Department Director \_\_\_\_\_ Date \_\_\_\_\_

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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.