



Job Requisition Form

Department: Recreation

Position to be Filled: Program Assistant II

Required Qualifications/Essential Duties:

- High School Diploma or General Education Degree (GED)
- 6 months related experience working with children.
- Valid California Driver License
- Must be insurable through company's carrier and maintain throughout employment
- Must obtain a Class C Passenger Endorsement License within the 90-day of hire and maintain throughout employment
- Valid First Aid and CPR certification and maintain throughout employment **or obtain within 90 days of hire**
- To perform this job successfully, an individual must have knowledge of Windows 7 and Microsoft office suite.
- Enjoy working with youth and adolescents.
- Basic reading, writing and comprehensive skills.
- Basic computer and clerical skills.
- Interested in creative hands on activities sports and outdoors activities.
- Prepare activities along with scheduling the time of activities.
- Monitor and help participants during activities.
- Interact, supervise and promote events and activities.
- Receives, stores and issues equipment and supplies when needed.
- Plan, coordinate and monitor children during recreational activities, outings and special events.
- Follow policy and procedures for use of vehicles for transportation of youth and adult program participants.
- Maintain an inventory and shop for supplies on a weekly basis.
- Completes and submit check requests for expenses for all trips, supplies, equipment and fuel for vehicles. Reconcile all expenses within 24 hours of purchase.
- Perform other related duties as deemed necessary by supervisor.
- Drive company vehicles or personal vehicle to conduct business on behalf of the Recreation Department.

Reports To: Program Assistant Supervisor

Starting Rate of Pay: \$22.00 per hour (Non-Exempt)

Approximate Hours: 40+ hrs per wk

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.

