

PALA BAND OF MISSION INDIANS

Human Resources PMB#50 35008 Pala Temecula Rd PALA, CA 92059

JOB DESCRIPTION

Title: Recreational Aide
Department/Division: Pala Youth Center
Status: \$11.00/ hr
Schedule: Full-time (M-F 8am-4:30pm) or Part-time (M-F 1:00-5:00pm)
Supervisor: Pala Youth Club Director
Subordinates: None

POSITION SUMMARY:

Under the direction of the Pala Youth Club Director, the Recreational Aide will be responsible for implementing, preparing and planning daily recreational activities at the club alongside the Recreational Leader. Provide administration of sports/skills program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and assist with recreational programs at the club, including but not limited to: baseball, softball, basketball, football and volleyball, arts and crafts, cooking and overall supervision of children 6-18 years of age.
- Recruit, direct and supervise the work of volunteers for the delivery of recreational activities at the club.
- Promote and stimulate interest and participation of club members in recreational activities and sports offered at the club.
- Requisition and submit for approval of supplies and other materials needed for club activities.
- Teach basic skills and applicable rules for recreational activities and sports programs.
- Incorporate Character Counts values in all recreational activities and sports programs.
- Responsible for organizing indoor and outdoor activities, field trips and fund raising activities.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, CERTIFICATIONS AND ABILITIES:

- Must have experience working with children.
- Knowledge of games, rules and safety procedures, programs and a variety of sports.
- Knowledge of variety of arts and crafts equipment, recreational games and sport equipment.
- Ability to visualize and speak to children to where they understand.
- To observe and monitor behavior of children and enforce safety rules.
- Verbal ability to exercise independent judgment.
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MINIMUM QUALIFICATIONS:

- High School graduate or equivalent education (GED)
- Must have a valid California Driver's License
- Must acknowledge and agree to maintain a Drug-Free workplace (including marijuana) as a condition of employment with the Pala Band of Mission Indians. **Must pass pre-employment and random drug testing during employment. A background check will be required.**
- Indian preference will apply. The Pala Band of Mission Indians will give hiring preference to fully qualified applicants that are Pala Tribal Members. Pala Band of Mission Indians is an equal opportunity employer.

OTHER REQUIREMENTS:

All employees are expected to follow the Tribal Employee Handbook of the Pala Band of Mission Indians and must adhere to any additional applicable addendums.

If employed by the Pala Band of Mission Indians the new hire is required to obtain a First Aid certification, CPR certification, and current Food Handler's card within 60 days of their hire date.

HOW TO APPLY PLEASE SUBMIT A RESUME AND APPLICATION TO

Website: www.palatribes.com

Email hr@palatribes.com